



TIME SHEET

Completed and signed timesheets are to be received by ASL either by hand, emailed to hours@asl-jersey.co.uk or faxed to 811080 by no later than 9am the following Monday to guarantee payment. Please input hours to the nearest quarter hour. **Late timesheets will take a further week to process**

Name.....

Position..... W/E Friday.....

Name of Client & Department.....

Work Tel No..... Mobile No.....

	Morning AM - From	To	Afternoon PM - From	To	Total Standard Hours	Total hours @ 1.25 time	Total hours @ 1.5 time	Total hours @ double time
Sat/Sun								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Totals								

Chargeable Hours - For Completion by Client

We certify that the total hours worked are correct and will accept your account for the chargeable hours shown above. We agree to your terms and conditions of business and accept that your normal introduction fee will be payable should the above named temporary enter our employment, whether temporary, contract or permanent within six months of the termination of this contract. **All details must be completed and an authorised employee of the client company must sign the certificate and initial any alterations before payment of salary is issued.**

Signed.....

Position.....

Print Name.....

Date.....