



TIME SHEET

WEEK ENDING SUNDAY: _____

AGENCY WORKER'S NAME: _____

CLIENT'S NAME/LOCATION: _____

DAY	DATE	TIME IN	BREAKS	TIME OUT	HOURS WORKED	AUTHORIZING NAME	AUTHORIZING SIGNATURE
MON							
TUE							
WED							
THU							
FR							
SAT							
SUN							
TOTAL HRS							
						NUMBER OF SLEEPS	
						1 2 3 4 5 6 7	

Signature of the timesheet by the client constitutes acceptance of Rafah Recruitment's term and conditions of the Business. It confirms that the temporary workers' service has been provided for the hours indicated on the timesheet. If dissatisfied with the temporary worker's services, please notify Rafah recruitment in writing setting out the reasons why the service have been unsatisfactory.

ONLY TO BE COMPLETED BY A COMPANY REPRESENTATIVE PLEASE RETAIN ONE COPY FOR YOUR COMPANY RECORDS AND PROVIDE ONE COPY TO THE TEMPORARY WORKER

Temporary workers must fill in and return a timesheet no later than 12pm Monday of each week to ensure payments on Friday designed for that period. All time sheets must be sent via email to: timesheets@rafahrecruitment.net.

Temporary workers are solely responsible for processing their timesheets each week. Any timesheets received after 12pm Mondays will be paid the following week.

Clients comments.....

Worker Signature

Print Name Date:

