Omegs-uk Timesheet

OMEGS-UK LTD

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Timesheet must be emailed or posted to Omegs-uk LTD by 9:00 am Monday in order to facilitate payment on the Friday. Please note that payroll week runs from Monday to Sunday and timesheets received
by the out- -off time will be paid in the week after the work was performed for payroll enquiries opening hrs Monday and Thursday between 09:00am and 17:00pm Friday Between 09:00am and 13:00pm

Candidate Name:		**Position:**	
Client Name: **Client Address:**		**Client Post Code:**	
Ward Name:			

Date	**Start Time**	**End Time**	**Break**	**Billable Hours**	**Shift Ref**	**Authorised by**
Mon						
Tue						
Wed						
Thurs						
Fri						
Sat						
Sun						
Weekly Total						

CLIENT AUTHORISATION (MUST BE COMPLETED & SIGNED BY CLIENT REPRESENTATIVE

The above agency staff has satisfactory worked the above shown hours and all breaks deducted. All the works carried out have been checked and that I am
Satisfied with the standard of work. We agree to pay your account in accordance with the Terms of Business. I confirm that the agency worker has received induction and orientation training in accordance with contract requirements.

Total Hours to be paid – IN WORDS (**To be completed by client only**): _____

Print Name: _____**Position Held:** _____

Signature: _____ **Date:** _____

Any unauthorized timesheets will not be processed by payroll and you will not be paid for these hours until a client signature is provided.
I confirm that I have worked for the named client, I also confirm that I have received induction and orientation training in accordance with client requirements.

Agency Worker   Signature: _____ **Date:** _____