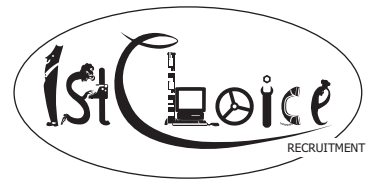




INVESTOR IN PEOPLE

# SUPPLIERS OF TEMPORARY & PERMANENT STAFF

# TIME SHEET



8 St. Loyes Street, Bedford MK40 1EP. Tel: (01234) 210025 Fax: (01234) 360203

390 Silbury Court, Silbury Boulevard, Central Milton Keynes MK9 2AF. Tel: (01908) 695599 Fax: (01908) 694944

1c Market Square, Biggleswade, Beds. SG18 8AP. Tel: (01767) 316767 Fax: (01767) 316764

90 High Street, Huntingdon, Cambridgeshire PE29 3DP. Tel: (01480) 459141 Fax: (01480) 456016

## ASSIGNMENT DETAILS

Company Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Report to: \_\_\_\_\_

Hours: \_\_\_\_\_

Start Date: \_\_\_\_\_

Likely Duration: \_\_\_\_\_

Health & Safety Risks: YES / NO

Brief Job Specification: \_\_\_\_\_

Expenses Due: YES / NO

Temporary Employee: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Time Sheets must be handed in by **9am MONDAY** to ensure prompt payment.

Day	Start am	Finish am	Start pm	Finish pm	Standard Hours	Overtime Hours	Total Hours
Sunday	_____	_____	_____	_____	_____	_____	_____
Monday	_____	_____	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL HOURS</b>						_____	_____

I agree to the hours as shown, and confirm that I agree to your Terms and Conditions of Business overleaf.

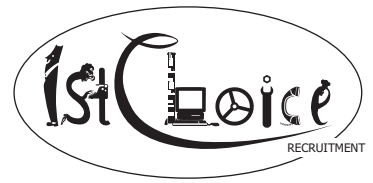
Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

*“We are an equal opportunities employer”*



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Saturday	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL HOURS</b>					_____	_____	_____

I agree to the hours as shown, and confirm that I agree to your Terms and Conditions of Business overleaf.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

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## **TERMS & CONDITIONS OF BUSINESS FOR TEMPORARY STAFF**

- a) These Terms govern the supply of the Temporary Worker's services by 1CR to the Client and are deemed to be accepted by the Client by virtue of its request for interview with or Engagement of the Temporary Worker.
- b) No variation of these terms shall be valid unless approved by 1CR in writing.
- c) **CHARGES** – The Client agrees to pay the hourly charges of 1CR as notified at the commencement of any Assignment. Charges are calculated according to the number of hours work to the nearest 5 minutes. VAT is payable on the entirety of the charges. Charges are invoiced weekly to the Client and payable within 14 days.
- d) **TIME SHEETS** – At the end of each week of an Assignment the Client shall sign the 1CR time sheet to verify the hours worked by the Temporary Worker during that week. Signature of time sheet indicates satisfaction with the services provided and confirmation of hours worked. Failure to sign the time sheet does not absolve the Client's obligation to pay the charges.
- e) 1CR assumes responsibility for the payment of the Temporary Worker and the deduction and payment of NI and PAYE Income Tax applicable, and the payment of annual leave subject to Working Time Regulations 1998.
- f) Engagement of a Temporary Worker Introduced by 1CR or the Introduction to any third party resulting in an Engagement renders the Client liable to extend the assignment or pay a transfer fee in accordance with our full Terms and Conditions of Business clause 7.

**Please see FULL Terms & Conditions of Business pamphlet for other details.**