

**Completed and authorised timesheets must be returned to Axis Recruitment by Tuesday 1.00pm (13:00hrs). Please post, fax or e-mail to the payroll department. Any unauthorised or late timesheets will not be processed and may result in late payment of wages.**

## NRC Timesheet

*Please use black pen and capital letters.*

Name of Worker \_\_\_\_\_

Job Title \_\_\_\_\_

Name of Organisation\* \_\_\_\_\_

Organisation's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Supervisor\* \_\_\_\_\_

DAY	DATE	START TIME	FINISHING TIME	LUNCH BREAK	SLEEP IN	TOTAL HOURS	EMPLOYER'S SIGNATURE & Date *
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

**Total hours worked for this week** \_\_\_\_\_

**In signing this timesheet:** We confirm that these hours have been worked by the Employee named at the top, acknowledge that we are in receipt of the Axis Recruitment Ltd Terms of Business, and confirm that payment will be made in accordance with those Terms of Business which can also be found at [www.axisrec.com/terms\\_of\\_business.php](http://www.axisrec.com/terms_of_business.php).

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

Signature: \_\_\_\_\_