

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.

Glasgow 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.

Employee: _____

Signature: _____