



KENT TOP TEMPS
another perfect fit from Kent Top Temps

KENT TOP TEMPS LTD - TIMESHEET (exc Care and Interpreters Divisions)

Name of temporary staff: _____

Week Commencing: _____

Please note: If your total for the week is more than 37 hours then this is acceptable, as long as this is agreed with your Line Manager. You must ensure that you take time off for a lunch break. The hours on your timesheet need to be rounded up or down to the nearest 15 minutes. For example: 9:05am would be put down as 9:00am and 9:10am would be put down as 9:15am.

Date	Time In	Lunch	Time Out	Daily Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Weekly Hours Worked				

Hiring Manager: _____

Location: _____

DPN No: _____

I Certify that the details given are correct. Client's Signature: _____

Client's Position: _____ Date: _____

Signed by the temporary worker: _____

TO BE FAXED THROUGH ON FRIDAY OF EACH WEEK TO 01732 221469

If you have any problems faxing your timesheet, please contact us on 01622 605043

