



Please fax or scan & email (using camscanner app) by the following Monday to:

Fax: 020 7952 1059

Email: payroll@piersmeadows.co.uk

Timesheet for Temporary Workers

Locum Name: _____

Payroll Number: _____

Profession & Band: _____

Place of Work: _____

Locum Signature: _____

Locum Declaration: I declare that the information I have given on this timesheet is correct and complete. I have not claimed elsewhere for the hours/shifts included here. I consent to the information on this timesheet being used for the purposes of the prevention, detection and investigation of fraud. I understand that if I provide false information I may be liable to disciplinary, prosecution and civil recovery proceedings. *I understand that I must take a minimum of 20 minutes break if I work more than 6 hours in a day.

	Date	Start	Break* Minimum 20 minutes break for shifts 6 hours or more.	End	Total	Community Mileage	Booking Reference Number (BRN)
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
TOTAL							

Timesheet Approved by:

Managers Name & Position: _____

Organisation: _____

Managers Signature: _____

Date: _____

Manager's declaration: I declare the information given on this timesheet is correct; and understand the organisation will be invoiced according to the hours given above. I have read and accept the terms of business of Piers Meadows Recruitment Limited.