



**Timesheet - Temporary Worker Details**

**Week Ending Friday** \_\_\_/\_\_\_/\_\_\_

Name  Job Title

Reporting To  Position

Home Address

Postcode  Signature  Date

A completed timesheet must reach the Birchwood office signed by the client and temporary worker **no later than 9am Monday** or payment will be delayed until the following week. Integra People Ltd reserves the right to withhold payment until the hours can be verified by the client.  
**IMPORTANT:** To help us find you continuity of work, please indicate an expected contract completion date ...../...../.....

Day	AM	PM	Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**Your timesheet can be returned via email.** Please ensure you have deducted breaks and totalled the hours to the nearest 15 mins correctly before signing. Final total should be entered in decimal e.g. 37.50 instead of 37 ½.

**Client Authorisation**

Integra is a labour only supplier. The quality of work is deemed the responsibility of the clients. I hereby certify that the hours worked are correct and the work was completed to the client's specification and standard. I understand that this timesheet, along with the confirmation of order and rates, will be used to calculate the client's invoice which cannot be subsequently disputed for hours and quality of workmanship. I accept Integra People Ltd terms of business. I confirm that I am authorised to sign on behalf of the client

Name  Position

School Name  Tel No  Mobile

School Address

Address

PO No  Signature  Date