

MAJOR RECRUITMENT INDIVIDUAL TIMESHEET

Section 1:

In order to ensure you are paid correctly and on time you can help us by ensuring:
 Timesheets are sent to your Major or M People branch no later than **8am on Monday**
 You have added all total hours
 Timesheet is signed by management
 You have detailed any sickness or holiday hours

Name of Temporary Worker: _____

Name of Company: _____

Address: _____

Manager Reporting to: _____

Major / M-People Consultant: _____

Division: M People Industrial
 Technical Driving

Section 2:

Day	Start Time	Break	Finish Time	Standard Hours	Overtime Hours	Rate 1	Rate 2
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							
Total							
Total							

Total Holiday	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>
Total Absence (exc holiday)	<input type="checkbox"/>	Good	<input type="checkbox"/>	Poor	<input type="checkbox"/>

IN ORDER FOR US TO CONTINUALLY IMPROVE PLEASE RATE THE SERVICE YOU HAVE RECEIVED AS ABOVE

Client Declaration

I certify the above total number of shift hours has been undertaken and that payment will be made in respect of total shift hours according to the terms of business, which I have received and have accepted as the basis of this transaction.

SIGNATURE..... POSITION.....

TEMPORARY STAFF ARE SUPPLIED SUBJECT TO TERMS AND CONDITIONS OF BUSINESS. PLEASE CHECK THIS SHEET CAREFULLY AS YOUR SIGNATURE IS OUR AUTHORITY TO INVOICE. SHOULD YOU ENGAGE THE WORKER ON A DIRECT BASIS A FEE IS PAYABLE