



7 Gleneagles Court, Brighton Road, Crawley, RH10 6AD

Tel: 01293-562964

e-mail: timesheets@oneresourcing.com

If you have a pay query regarding your hours paid or rate, please can you send an email to payquery@oneresourcing.com

Employee Name:	
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Client Name:	
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Week Ending:	
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Day of Week	Position	Time In	Time Out	Total Hrs	Break	Total Hrs * Less Breaks	Holiday Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

THE GRAND TOTAL OF HOURS MUST BE COMPLETED

Grand Total of Hours:

Employee Signature:		Date:	
Name of Client Official:		Date:	
Signature of Client's Official:			

The above work is of satisfactory quality, the hours are correct. I agree to the Terms & Conditions of Business in regard to the supply of staffing solutions from One Resourcing Ltd.

A timesheet signed by an authorised representative of the Client, will be deemed as confirmation of the final hours for invoice/pay purpose and as such no deduction from invoices will be accepted.

Please Note: ALL timesheets are to be returned no later than 12:00 on a MONDAY. Do not include breaks or travelling time

Please e-mail to timesheets@oneresourcing.com or deliver to the One Resourcing office in Crawley