

## Time Sheet

for work completed  
week ending Friday  
/ /

## Return to:

**Thorpe Molloy Recruitment Ltd**  
38 Albyn Place, Aberdeen AB10 1YN  
Vat no. 693 922 887



**If completing by hand please use black ink**

To ensure that there is no delay in payment, this document must be completed in full, signed and received by Thorpe Molloy Recruitment no later than 6pm each Monday. Retain a copy for your files and the Hirer as required.

Tick if this is the end of your assignment and a P45 is required

Agency worker's name	Hirer's name
Address	Address
Contact telephone	Contact telephone

### Hours/Days worked

exclusive of lunch & travelling time

	Standard hours / days <sup>(1)</sup>	Holiday hours / days	Tick if paid holiday <sup>(2)</sup>	Authorised overtime		Total hours / days	Notes
				time and a half	double time		
Saturday						(1) If you are contracted on a day rate insert "1" for a whole day's work. Represent part days as decimal.  If your rate is hourly, complete the number of hours worked each day. Represent part hours as a decimal (e.g. ½ hour = 0.5).  (2) If holidays have been taken, please state if paid or unpaid (accrual allowing).	
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total							

I hereby certify the above hours/days worked are a correct record of the hours/days worked by me under the terms of the assignment with Thorpe Molloy Recruitment Limited.

I hereby certify the above hours/days worked are a correct record of the hours/days worked by the Agency worker and I accept the terms for the introduction of Agency workers by Thorpe Molloy Recruitment Limited.

Agency worker's signature

Hirer's signature

Print name

Date

Print name

Date

Hirer PO no.

Job title

T +44 (0)1224 658 865

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