



# 48 New Street, Port of Spain  
 Tel: (868) 625-6225 • Fax: (868) 625-8655 • Email: regency@tstt.net.tt

## TEMPORARY WORK TIMESHEET

Temporary Worker Name \_\_\_\_\_

Client \_\_\_\_\_

Location of Job \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Date Week Commenced \_\_\_\_\_ Email \_\_\_\_\_

Day / Month	Start Time	End Time	Lunch	Total Standard Hours Worked	Total Overtime Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL</b>				<u>STANDARD HOURS</u>	<u>OVERTIME</u>

Signed on behalf of client by \_\_\_\_\_

Department & Position \_\_\_\_\_

Date \_\_\_\_\_

Any additional comments by client or candidate: \_\_\_\_\_

Company Stamp

**Instructions for completion - Please read carefully.**

(1) For the completion of this timesheet, please round up any extra minutes to the nearest quarter. For example if you worked 7 hours and 5 minutes, the total will be 7 hours. If you have worked 6 hours and 10 minutes, the total will be 6.25 hours

(2) All **overtime** must be approved by appropriate Client representative **BEFORE** it is worked. If a Client refuses to pay for unauthorised overtime, Regency shall not be responsible for paying the Temporary Worker.

(3) This document is subject to the Terms of Business of Regency Recruitment which can be provided upon request.

(4) Signature of this document is agreement to pay for ALL time worked, including Overtime, in full and according to RR Terms of Business.

(5) Temporary workers have sole responsibility to ensure timesheets are completed, signed and faxed to Regency as stipulated in contracts of employment. Failure to do so may result in non-payment of salary.

**Please fax to Regency Recruitment on 625-8655 when completed, and call on 625-6225 to confirm it has been received. Thank you.**

<b>FOR REGENCY RECRUITMENT USE ONLY:</b>			
Cand. Rate	Gross	<u>NIS</u> Employer:	Employee: