

**T I M E S H E E T**

Name : \_\_\_\_\_

Job Reference: \_\_\_\_\_

Contact : \_\_\_\_\_

Company : \_\_\_\_\_

Week Ending : \_\_\_\_\_

	Date	Time Started	Lunch	Time Finished	Total Daily Hours Worked	
<i>Example</i>	<i>3/6/02</i>	<i>9.00am</i>	<i>30 mins</i>	<i>6.00pm</i>	<i>8 hours</i>	<i>30 minutes</i>
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						
<b>Sunday</b>						
<b>Total Hours Worked for the Week</b> (to the nearest 15 minutes)					<b>TOTAL</b>	

\* Please note the total hours worked excludes meal breaks.

Candidate Signature: \_\_\_\_\_

**Client Authorisation:** We confirm that the above days/times are correct and will accept your account for the chargeable times.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Employees agree that under no circumstances will they seek or accept a direct offer of temporary or permanent employment from any client without first discussing with Boston Kennedy.
2. On completion of the assignment (or at the end of each week) please complete the hours WORKED for each day (excluding lunch hours) and total hours WORKED for the week, and have this signed by the person to whom you reported on the assignment.
3. Rates will vary according to classification and length of assignment. As you are employed by Boston Kennedy any questions regarding rates should be directed to Boston Kennedy.
4. If for any reason you cannot report to an assignment, or if you are going to be late, you require time off, you should always advise Boston Kennedy in advance.