

Name Of Worker

Client Name

Address worked at

  
  



## Get Me Staff Recruitment

Driving Catering Industrial & Office Recruitment  
**A Simpler Way Of Recruitment**

Call 0845 2578520

[www.getmestaff.co.uk](http://www.getmestaff.co.uk)

Head Office:- 45 Hagley Road, Stourbridge, DY8 1QR Tel 01384 398900

**Payroll fax number 0844 3180753**

Or e-mail [payroll@getmestaff.co.uk](mailto:payroll@getmestaff.co.uk)

## WTR COMPLIANCE & WEEKLY TIMESHEET

PLEASE COMPLETE ONE OF THE BELOW DECLARATIONS

**I HAVE ONLY WORKED FOR GET ME STAFF - WORKER DECLARATION 1:**

**NB: Fraudulent recording is criminal offence and may lead to legal action being taken against you.**

1. I declare I have accurately recorded my time in this timesheet
2. I declare I have not been engaged in any work other than for Get Me Staff Recruitment Services Limited during this week
3. I will notify the employment business immediately of any other periods of Work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment business so that Get Me Staff Recruitment can maintain an accurate record of my weekly Working Time.

SIGNATURE \_\_\_\_\_

DATE \_\_\_/\_\_\_/20\_\_\_

**I HAVE NOT ONLY WORKED FOR GET ME STAFF - WORKER DECLARATION 2:**

**NB: Fraudulent recording is criminal offence and may lead to legal action being taken against you.**

1. I declare I have accurately recorded my time sheet
2. I declare I have been engaged in work in addition to work for Get Me Staff Recruitment Services set out in this timesheet this week, which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet so that Get Me Staff Recruitment Services Limited can maintain an accurate record of my weekly Working Time.

SIGNATURE \_\_\_\_\_

DATE \_\_\_/\_\_\_/20\_\_\_

**PLEASE NOTE:- THIS TIMESHEET MUST BE RETURNED WITH TACHOGRAPH CHARTS TO GET ME STAFF OFFICES NOT LATER THAN THE MONDAY FOLLOWING THE WORK UNDERTAKEN TO ENSURE CORRECT AND PROMPT PAYMENT**

**CLIENT DECLARATION – PLEASE SIGN**

I certify the above total number of shift hours has undertaken and that payment be made in respect of total shift hours according to the terms of business. I have accepted Get Me Staff Recruitment Limited Terms of Business as the Client by signing this document and on the basis of this transaction being completed.

CLIENT SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

PURCHASE ORDER NUMBER \_\_\_\_\_

*OFFICE USE ONLY*

CAT	HOURS	PAY	INV	EXP

**INSTRUCTION TO WORKER: THIS TIMESHEET MUST BE COMPLETED IN LINE WITH THE GUIDE NOTES AND ONE OF THE DECLARATIONS OPPOSITE MUST BE SIGNED BY YOU AND THE CLIENT TO CONFIRM YOUR HOURS**

Day	Start time of shift	Finish time of shift	Working Time	Periods of Availability	Total Shift Time	Breaks & Rest time	TOTAL HOURS PAYABLE	Expenses	Holiday/ Sick days
Sun									
Mon									
Tue									
Wed									
Thurs									
Fri									
Sat									
<b>TOTAL HOURS PAYABLE FOR WEEK COMMENCING</b> ___/___/___									

**YOUR TOTAL SHIFT TIME IS YOUR WORKING TIME + YOUR PERIOD OF AVAILABILITY. PLEASE ENSURE THAT THIS TIMESHEET IS FULLY COMPLETED AND SIGNED BY YOU AND THE CLIENT. NIGHT WORKERS ONLY :- THE BELOW CHART MUST BE COMPLETED FOR ALL WORK UNDERTAKEN. SHADE THE BOXES ACCORDINGLY**

**Hours Worked in 24 Hours Clock ( 01 = 01.00 )**

DAY	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
S																								
M																								
T																								
W																								
T																								
F																								
S																								