



## Temp Staff Timesheet

Please Fax your Timesheet to 01 6384444 before 5pm every Friday

Employee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Week Ending Friday: \_\_\_\_\_  
 PPS Number: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Manager: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Lunch					
Return					
Finish					
Total Hours Worked (Excluding Lunch)					

Total Standard Hours: \_\_\_\_\_  
 Total Overtime Hours: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_  
 Client Signature: \_\_\_\_\_  
 Client Printed Name: \_\_\_\_\_  
 Assignment Finishing Date: \_\_\_\_\_

If you are taking Annual Leave please clearly state the Days and Hours you are taking or have taken off.

Do you require Osborne Recruitment to issue your P45 this week: Y / N

Please forward your bank details to our Payroll Department if you have not already done so!