All completed and authorized timesheets must be submitted to Quick Staff Recruitment by Monday at 2:00 PM (14:00 hrs). You may send your timesheets via Post, Fax, Email.

Unauthorized or late submissions will not be processed, which may lead to delayed wage payments and Ensure all information is accurate and approved before submission to avoid processing issues.

NRC Timesheet

Note: *Please, use a black pen and write in all capital letters.*

Name of Worker: _____

Job Tile: _____

Name of Organisation: _____

Organisation's Address: _____

_____

Name of Supervisor*: _____

Day	Date	Start Time	Finishing time	Lunch Time	Sleep IN	Total Hours	Employer 'Signature
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Total hours worked for this week: _____

New staff Induction completed (If Applicable): ☐   New staff Induction completed (If Applicable): ☐

In signing this timesheet: We confirm that these hours have been worked by the Employee named at the top, acknowledge that we are in receipt of the Axis Recruitment Ltd Terms of Business, and confirm that payment will be made in accordance with those Terms of Business which can also be found at ***Link here***.

Employee: _____

Signature: _____