



Quick Staff Recruitment TIME SHEET

20 WENLOCK ROAD, LONDON, ENGLAND, N1 7GU
0207 097 3539
info@quickstaffrecruitment.com

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.

Name of Worker: _____ Job Title: _____

Name of Organisation: _____ Name of Supervisor*: _____

Organisation's Address: _____

Day	Date	Start Time	Finishing time	Lunch Time	Sleep IN	Total Hours	WARD NAME	SUPERVISOR PRINT NAME	SUPERVISOR SIGNATURE & DATE
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: _____