

FOUR SEASONS

RECRUITMENT

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TIMESHEETS ARE DUE BY SUNDAY AT MIDNIGHT • ANY TIMESHEETS SUBMITTED AFTER THIS WILL BE PROCESSED THE FOLLOWING WEEK

PAYROLL IS PROCESSED WEEKLY IN ARREARS AND IS PAID DIRECTLY INTO YOUR ACCOUNT 10 DAYS AFTER TIMESHEET DEADLINE

PHOTOGRAPHS OF TIMESHEETS NEED TO BE SENT IN ACTUAL SIZE

SEND COMPLETED TIMESHEETS TO:

FAX: 020 8181 4950

E-MAIL: TIMESHEETS@FSRL.CO.UK

Name of temporary worker: _____ Week ending date: _____

Client name & location: _____

COMPLETE IN FULL						RETAIL SALES ONLY	
DAY	DATE	START TIME	FINISH TIME	LUNCH BREAK	TOTAL HOURS	SALES	TARGET
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL							

I certify that the above hours have been worked to our satisfaction and confirm that payment should be made accordingly.

Authorised signature: _____ Print name: _____ Date: _____