



Zenith Care Recruitment

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STAFF TIMESHEET

Timesheets to be received, fully authorised, before 12.00pm on Tuesday by fax (0845 676 9368) or e-mail (accounts@zenithcarerecruitment.co.uk) to ensure prompt payment in the same week.

Name:

Month:

Project:

Address:

.....

Post Code:

	Date	Start	Finish	Sleep-in	Waking Night	Call Out	Total Hours
Mon							
Tue							
Wed							
Thur							
Fri							
Sat							
Sun							
Total Hours							

Please make sure that all hours are recorded accurately and are totalled appropriately before signing. All information must be filled correctly to avoid late or incorrect payment, your time sheet may be sent back.

Worker's Signature..... Date.....

Authorised Person's Name.....

Authorised Person's Signature..... Date.....

We certify that the total hours worked is correct and satisfactory; this will form the basis of an invoice which will be paid on receipt. We agree to accept your terms and conditions of business previously advised and acknowledge their availability at the web address www.zenithcarerecruitment.co.uk