



Temporary Worker Name _____
 Client _____
 Location of Job _____
 Telephone # _____ Fax # _____
 Date Week Commenced _____ Email _____

Day / Month	Start Time	End Time	Lunch	Total Standard Hours Worked	Total Overtime Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL				<u>STANDARD HOURS</u>	<u>OVERTIME</u>

Signed on behalf of client by _____
 Department & Position _____
 Date _____
 Any additional comments by client or candidate: _____

Company Stamp

Instructions for completion - Please read carefully.

- (1) For the completion of this timesheet, please round up any extra minutes to the nearest quarter. For example if you worked 7 hours and 5 minutes, the total will be 7 hours. If you have worked 6 hours and 10 minutes, the total will be 6.25 hours
- (2) All **overtime** must be approved by appropriate Client representative BEFORE it is worked. If a Client refuses to pay for unauthorised overtime, Regency shall not be responsible for paying the Temporary Worker.
- (3) This document is subject to the Terms of Business of Regency Recruitment which can be provided upon request.
- (4) Signature of this document is agreement to pay for ALL time worked, including Overtime, in full and according to RR Terms of Business.
- (5) Temporary workers have sole responsibility to ensure timesheets are completed, signed and faxed to Regency as stipulated in contracts of employment. Failure to do so may result in non-payment of salary.

Please email to timesheets@regencytrinidad.com when completed and call on 625-6225 to confirm it has been received. Thank you

FOR REGENCY RECRUITMENT USE ONLY:			
Cand. Rate	Gross	NIS Employer:	Employee: