Foundation Personnel Limited
Unit 2 Newton Court
Kelvin Drive, Knowlhill
Milton Keynes MK5 8NH

Phone: 01908 929990
Mobile: 07514 474905
Email: payroll@foundationpersonnel.co.uk

Timesheet

Please send timesheets in by 2pm Monday

NAME OF TEMPORARY WORKER:

WEEK ENDING SUNDAY: Is this your last week? **YES/NO**   Do you need a P45? **YES/NO**

Payroll No. (if know):   Date of Birth:

NAME OF COMPANY TO BE INVOICED:

Site Address:

Postcode:

Machine: Machine Number:

HOURS WORKED: (Do not Include lunch break)

	Start time	Finish time	Breaks	Man Hours	Machine Hours	Overtime
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

Signature:
Please sign here to certify that the above is a correct record of the hour you have worked.

**Total Hours
To Be Paid**

I hereby certify that the hours below are a correct record of the hours worked by the Temporary Worker and I accept the Terms and Conditions for the introduction of Temporary Workers by **'Foundation Personnel Limited' I accept that I must pay the charges invoiced** in respect of the above worker, including any expenses itemised above

OFFICE USE ONLY

Total hours to be charged   Hours   Minutes

Bonus:

Client's authorising signature:

Travel:

Date:

Client's Name   Position:

Comment:

Lodge: