

# WEEKLY TIMESHEET



Name of flexible worker:		Week commencing:		Category of work:	
Notes:					

	Client Name	Start Time	Finish Time	Break Taken (hrs)	Total Working Hours (break will be deducted)	Drivers Only		Client Signature (or PO number)	Flexible worker declaration
						POA (for record)	Vehicle Driven (+reg no.)		
Monday									I declare that on the days I have worked for Red Rhino Resourcing Ltd & when driving, I have had the relevant rest periods both daily and weekly. I have not worked for any other employer, any work I have undertaken for another agency will be logged down and the relevant days with the hours entered in and breaks deducted.
Tuesday									
Wednesday									
Thursday									Flexible worker signature:
Friday									Client Declaration I am authorised to sign agreement with the above hours. I declare that the above hours are correct and the work is of satisfactory quality
Saturday									
Sunday									Client signature:
Total									

All timesheets are to be returned to the relevant office no later than **10am the following Monday after the week worked**. Timesheets must be signed by the flexible worker and the client. A signed time sheet will be deemed as confirmation of final hours worked and will match all invoices sent to the client by Red Rhino Resourcing Ltd, and as such no deduction from invoices will be accepted. Please fill this time sheet in carefully and accurately, (Red Rhino produce pay and invoice details from this information). All timesheets are the flexible workers responsibility, failure to hand time sheets in to Red Rhino before the deadline may result in delayed payment. Any unsigned time sheets may also result in delayed payment.

Please scan and email completed timesheet to : [info@redrhinoresourcing.co.uk](mailto:info@redrhinoresourcing.co.uk)