

# Timesheet



**HRUK Recruitment Group**  
**60 Roseville Road**  
**West Yorkshire**  
**Leeds**  
**LS8 5DR**

**Week ending:** \_\_\_\_\_  
**Employee:** \_\_\_\_\_  
**Manager:** \_\_\_\_\_  
**Employee phone:** \_\_\_\_\_  
**Employee email:** \_\_\_\_\_

**Call: 0113 225 1244**  
**Fax: 0113 301 0209**  
**Email: hello@hruk.biz**

Please send completed timesheets to: daniel@hruk.biz or fax to: 0113 301 0209  
 Ensure all timesheets are received by HRUK before 18:00 every Monday  
 for the last weeks completed work

	Start time	Finish time	Lunch Break	Total paid hours	Establishment
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

<b>Totals</b>					
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**Employee**

Please note that any false or inflated claims of hours worked are regarded as fraud and will be dealt with appropriately. I, the claimant confirm that this claim is true and accurate. I can confirm that I have worked the above hours. I will indemnify HRUK Recruitment Group for any inaccurate claims that may result in financial loss.

Date	Print name	Employee's Signature

**Client**

I certify that I am an authorised employee of the client named above and that the above named person has worked the hours stated and should be paid for the total hour's above. By signing this timesheet I certify that I have read and accept HRUK Recruitment Groups Terms of Business & I authorise the above hours for payment.

Date	Print name	Approved client Signature