Worsley House, North Road, St Helens, England WA10 2BL Tel: 01744 454 300 Fax: 01744 801002 Email: jobs@gpwrecruitment.co.uk Website: www.gpwrecruitment.co.uk



## **GPW PAYROLL TIMESHEET**

## HAVE YOU SENT IN YOUR TIMESHEET?

Unfortunately we cannot pay you unless we receive a completed signed Timesheet – it is your responsibility to send in your signed Timesheet. All Timesheets need to be sent in, at the latest, by 12:00 on the following weeks Monday

## HOW TO FILL OUT THE TIMESHEET?

Fill out the "Clients Name" with the name of the company you are working for

The "Weekending" date is the date of the last Friday of the week you have worked

Write your name in the "Name of Contractor" box and the number of hours you have worked.

Give the completed timesheet to your site supervisor and ask them to sign it in the "Authorised Signature" box Send your completed Timesheet via email to: payroll@gpwrecruitment.co.uk.

## **NEED MORE TIMESHEETS?**

Please call: 01744 454 300, email: payroll@gpwrecruitment.co.uk or visit http://www.gpwrecruitment.co.uk/ candidate-services/timesheets/



CLIENT'S								WEEK				
NAME								ENDING				
			1	OF HOURS WORKED				TOTALS				
NAME OF CONTRACTOR	SAT	SUN	MON	TUE	WED	THUR	FRI	S/T	EVE	SAT	SUN	OFFICE USE
								5/1	O/T	O/T	O/T	ONLY
	_											
	_							-				
AUTHORISED				WHAT DID YOU THINK ABOUT THE CANDIDATE(S) THIS WEEK?								
SIGNATURE												
NAME												
POSITION												
E-Mail: payroll@gpwrecruitmer	nt.co.uk								V	Vebsite:	www.gp	wrecruitment.co.uk
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