

GPW PAYROLL TIMESHEET

HAVE YOU SENT IN YOUR TIMESHEET?

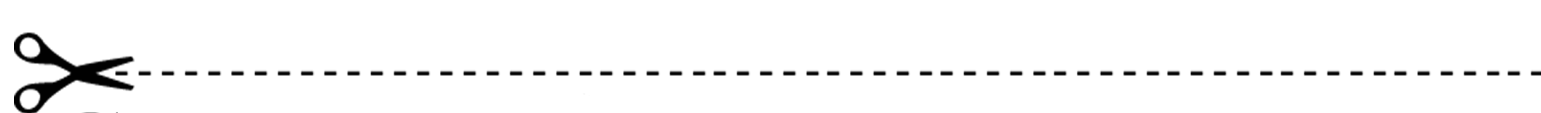
Unfortunately we cannot pay you unless we receive a completed signed Timesheet – it is your responsibility to send in your signed Timesheet. All Timesheets need to be sent in, at the latest, by 12:00 on the following weeks Monday

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/>



SEND TIMESHEETS TO:
E: payroll@gpwrecruitment.co.uk

CLIENT'S NAME								WEEK ENDING				
NAME OF CONTRACTOR	NUMBER OF HOURS WORKED							TOTALS			OFFICE USE ONLY	
	SAT	SUN	MON	TUE	WED	THUR	FRI	S/T	EVE O/T	SAT O/T		SUN O/T
AUTHORISED SIGNATURE								WHAT DID YOU THINK ABOUT THE CANDIDATE(S) THIS WEEK?				
NAME												
POSITION												

E-Mail: payroll@gpwrecruitment.co.uk

Website: www.gpwrecruitment.co.uk

