



## TIMESHEET FOR TEMPORARY WORKERS

Deadline for Timesheets is Monday 10am

Please scan in and email to [joanne@leinsterappointments.ie](mailto:joanne@leinsterappointments.ie)

Name of Candidate: \_\_\_\_\_

Client/Company: \_\_\_\_\_

Week Commencing: \_\_\_\_\_

	DATE	START	LUNCH	FINISH	TOTAL HOURS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL HOURS					

**Client Authorisation** - I certify that the attendance and work as stated above has been satisfactory.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**AUTHORISED SIGNATURE (Client) :** \_\_\_\_\_

**DATE:** \_\_\_\_\_

By signing this form, we the customer confirm that we have accepted the Terms of Business of Leinster Appointments and in particular acknowledge that if within the temporary period or 6 months from leaving the company, we engage this temporary worker in any capacity whether temporary, permanent or self-employed we may be liable for an introduction fee as outlined in the Terms of Business.

The total hours as approved by signing this timesheet will be authority for Leinster Appointments to pay the worker and to charge the client as per the hourly charges of Leinster Appointments advised at the time of booking the worker.