



DRIVERS TIMESHEET

Branch Address

Tel:
Fax

Tick as appropriate: LGV1 LGV2 7.5T Van

Drivers Name:	Week Commencing:
Company Name:	Account Number:
Site:	PO No:

Instruction to temporary drivers: This timesheet must be completed in line with the guide notes and one of the declarations below must be signed to confirm your hours.

EXAMPLE

Day	Start time of Shift	Finish Time of Shift	RTD	Periods of Availability	Breaks / Rest	Total Payable Time	Holiday / Sick Days	Daily Rest Period
Mon	0800	1800	7.25	2	0.75	9.25	0	0
Mon	2200	0700	5.25	3	0.75	8.25	0	0

Day	Start time of Shift	Finish Time of Shift	RTD	Periods of Availability	Breaks / Rest	Total Payable Time	Holiday / Sick Days	Daily Rest Period
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Total								

WT + POA =

To Be Completed at the End of the Weekly Working Period

Other Agency / Working Hours		
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CLIENT DECLARATION:

I certify that the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business, which I have received and have accepted as the basis of this transaction.

Client Signature:	Date:
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Please return timesheet to extra personnel by Monday am to ensure prompt payment of wages. It is your sole responsibility to ensure that tachographs are returned to the client, no later than 28 days from date of issue.

Instruction to temporary drivers: this night working chart must be completed for those undertaking night work.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
M																								
T																								
W																								
T																								
F																								
S																								
S																								

WORKER DECLARATION 1: NB Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

1. I declare I have accurately recorded my time in this timesheet
2. I declare I have not been engaged in any work other than for **Extra Personnel Limited** during this week
3. I will notify the employment business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that **Extra Personnel Limited** can maintain an accurate record of my weekly Working Time.
4. I confirm that during the days on this timesheet I have incurred allowable travel and subsistence expenses, and will notify you if I cease to incur these expenses.

Signature: (Only one Worker Declaration to be signed)	Date:
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WORKER DECLARATION 2: NB Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

1. I declare I have accurately recorded my time in this timesheet
2. I declare I have been engaged in work in addition to work for **Extra Personnel Limited** not set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet so that **Extra Personnel Limited** can maintain an accurate record of my weekly Working Time.
3. I confirm that during the days on this timesheet I have incurred allowable travel and subsistence expenses, and will notify you if I cease to incur these expenses.

Signature: (Only one Worker Declaration to be signed)	Date:
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OFFICE USE ONLY

Consultant Signature		Branch Admin Signature
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