FAX TO: (01) 614 7441, Please note: You must fax your timesheet to Richmond before Monday 12 PM (Noon) cut off to ensure you are included in the Tuesday morning payroll run. **Form Version :2**

RICHMOND recruitment

5758233496
Employee Number

Monday Start Date / /

Sunday End Date / /

Name

Company

Department / Site

Day of Week	Start Please round to the nearest 15 min (E.g. 15/30/45/00) H H M M	Finish H H M M	Less Lunch H H M M	Standard Hours H H M M	Overtime @ Standard Rate H H M M	Overtime @ Time + 1/2 H H M M	Overtime @ Time X 2 H H M M	Paid Leave H H M M	Paid Bank Holiday H H M M
E.g.	8:00	18:45	1:15	7:00	1:00	0:30	1:00	4:00	8:00
M									
T									
W									
Th									
F									
S									
Su									
		Total Hours		:	:	:	:	:	:

General Comments
Please include any special instructions such as issue P45

Authorised Signature

Employee Signature

By signing this timesheet I authorise Richmond Recruitment to pay the employee "ALL" hours claimed herein, and bill accordingly

Authorised Name

We certify that the total hours and minutes shown are true and correct, and should be invoiced accordingly by Richmond Recruitment