

MORESTAFF TIMESHEET



morestaff

Suppliers of Driving, Industrial and Office Personnel
 Morestaff House, 31 High Street, Dunstable, Beds LU6 1HX
 Tel: 01582 477111 • Fax: 01582 472184
 Email: info@morestaff.co.uk • www.morestaff.co.uk

CLIENT		REPORT TO	
ADDRESS		SITE ADDRESS	
		ORDER NO.	
EMPLOYEE NAME	CATEGORY	WEEK COMMENCING DATE	WEEK NO.

THIS TIMESHEET MUST BE COMPLETED IN LINE WITH THE GUIDE NOTES ISSUED DURING REGISTRATION AND ONE OF THE APPLICABLE DECLARATIONS BELOW MUST BE SIGNED TO CONFIRM YOUR HOURS

DAY	START TIME	BREAKS TAKEN	FINISH TIME	STD	HOURS WORKED OVERTIME	TOTAL	PERIODS OF AVAILABILITY
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
TOTAL							

CLIENT DECLARATION

I certify that the hours shown above have been satisfactorily worked and accept this will form an invoice which will be paid on receipt. I also confirm that we have received a copy of your Terms of Business.

SIGNATURE _____

DATE _____

THIS FOLLOWING CHART MUST BE COMPLETED FOR THOSE UNDERTAKING NIGHT WORK

TIME DAY	0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

ADDITIONAL HOURS WORKED ELSEWHERE

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL

COMPANY

WORKER DECLARATION 1: ONLY WORKING FOR MORESTAFF

- I declare I have accurately recorded my time in this timesheet.
- I declare I have not been engaged in any other work other than for Morestaff during this week.
- I will notify Morestaff 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 Morestaff can maintain an accurate record of my weekly Working Time.

SIGNATURE _____

DATE _____

WORKER DECLARATION 2: WORKING FOR ADDITIONAL AGENCIES/EMPLOYERS

- I declare I have accurately recorded my time on this timesheet.
- I declare I have been engaged in work in addition to work for Morestaff set out on this timesheet which constitutes Working Time as defined under Working Time Road Transport Regulations. I have set out this additional time in the Additional Hours Worked Elsewhere table above so that Morestaff can maintain an accurate record of my weekly Working Time.

SIGNATURE _____

DATE _____

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