

## Employee/Contractor Timesheet

Name of Employee/Contract:  
Company:

Week ending Sunday:  
Supervisors Name:

**To ensure payment, please fill in all details of the timesheet correctly and send it to us no later than Monday 10 am.  
Only if this is done, can we guarantee payment  
Fax back to 01698 308 866**

Day	Start	Finish	Lunch	Regular	Overtime 1	Overtime 2
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total Hours:</b>						

When filling in hours, please use decimals for partial hours e.g. 0.25 = 15 min's, 0.5 = 30 min's 0.75 = 45 min's and round to the nearest 15 minutes. Please indicate if you were off sick or on holiday by inserting on the appropriate day, one of the following codes: S = Off Sick H = On Holiday

**Employee /Contractor Signature:**

I certify that the hours shown are correct. Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

**For Aspirare Recruitment Scotland Employee/Contractor:**

1. Use a separate timesheet for each assignment and for each weeks work.
2. Each timesheet must be signed by your line manager or supervisor at your place of work.
3. For your first assignment, please confirm your bank details in writing when your timesheet is submitted to ensure prompt payment

**For Client:**

1. Before signing this timesheet, please make sure that the hours and totals are correct. You will be billed for the hours listed in accordance with our Terms & Conditions of Business.
2. All of our contractors are paid by Aspirare Recruitment Scotland. Please make no payment directly to our contractors.
3. Contractors may be contracted for employment through Aspirare Recruitment Scotland only, and are supplied with ours Terms & Conditions of business.
4. In order to engage the services of an Aspirare Recruitment Scotland's contractor directly, you must first contact Aspirare Recruitment Scotland for applicable Terms & Conditions of Business.

**Comments:**

**Supervisors Signature:**

I certify that the hours shown here are correct and authorise Payment according to Aspirare Recruitment Scotland's Terms & Conditions of Business, which I have received and accepted as the basis for this transaction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_.



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Company Registration No: SC271803 - Company VAT Registration No: 935604813