



Timesheet Example

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(Drivers Copy)

Timesheets should be fully completed and returned to Pure Staff **before 11am on a Monday** Late / incomplete

You must ensure that you write your **FULL** name here.

This is the company where you have worked. **NOT** Pure Staff. If you have worked at more than one company you need to fill out a separate timesheet for **EACH** company worked at.

This should be the last day of the working week, typically a Sunday.

Please check with your consultant which day starts the week for each client, as this may vary

If you have completed a night out please mark it clearly in this column.

Please ensure you fill out your start time, finish time, break and paid hours for every day. We cannot accept timesheets with only start and finish times

Only expenses that the client has agreed to pay for go here. Expenses for fuel for your journey to work and back are not paid for by the client

Please do not write anything in this box! This is for Pure Staff Head office use ONLY.

Please try and obtain a signature whilst on site from EVERY client and ensure that this is dated the last day you have worked or later

You MUST sign here to confirm that you have adhered to the RTWT. We cannot accept timesheets that have not been signed by you.

Drivers Name: Joe Bloggs Company Name: J Smith Driving Ltd Week Ending Date: 06/10/2013

*Indicate with (X) if a night out allowance applies

DAY / DATE	*Night Out	START TIME	FINISH TIME	HOURS	BREAK	PAID HOURS	PoA Hours	Other hours worked elsewhere	Hours
Mon 30/9		06:00	17:00	11	00:45	10.25	3		
Tues 01/10	X	18:00	06:00	12	00:45	11.25	4		
WED 02/10									
THURS 03/10									
Fri 04/10		18:30	04:45	10.25	00:45	9.5			10
Sat 05/10		19:00	04:00	9	00:45	8.25			9
SUN 06/10		10:15	19:00	8.75	00:45	8			
TOTAL				51	3.75	47.25	7		19

Expenses: can only be paid if they have been agreed by the client prior to incurring them and must be accompanied with a relevant receipt! Please list authorised expenses below

Type / Detail of the expense	Amount claimed £
1 M6 Toll Tues 1/10	8.60
3 Overnight Parking Tues 1/10	25.00
4	

Type / Detail of the expense	Amount claimed £
5	
6	
7	

Client Declaration: I/We confirm that the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I/We agree to pay Pure Staff Ltd in respect of the hours given within the payment terms agreed by both parties. I/We confirm that Pure Staff Ltd terms and conditions that I/We have read and have agreed to are the sole terms of this contract.

Client Print name: James Smith Date: 06/10/13
Position: Transport Manager Client Signed: J Smith

Pure Staff Head Office notes:

Drivers Declaration: I declare that the hours I have worked this week comply with the Working Time Regulations (RTWT) and that I have taken sufficient daily and weekly rest to comply with EU Drivers Hours regulation 561/2006/EEC

Drivers Print name: JOE BLOGGS
Drivers Signature: [Signature]



Period of Availability (POA) should be filled out for hours where you were not driving. This will not affect your paid hours, i.e. you were waiting to be unloaded.

Other Hours Worked Elsewhere is the total number of hours you have worked/driven in the week **NOT** through Pure Staff

Please ensure your paid hours are fully calculated correctly and filled out