



# TIMESHEET

**Layka Recruitment**

Tel: 07818 693 865

Email: [cara@laykarecruitment.com](mailto:cara@laykarecruitment.com)

Agency ID

Order No

Timesheet ID


Client ID

Agency Worker

Week Ending


**PLEASE COMPLETE AND RETURN THIS TIMESHEET  
NO LATER THAN 10.00a.m. THE FOLLOWING MONDAY  
SIGNED BY THE CLIENT'S REPRESENTATIVE**

Agency Worker's Name..... Week commencing Monday.....

	START	LUNCH	FINISH	BASIC HOURS	OVERTIME
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
AGENCY WORKER'S SIGNATURE..... DATE.....	<b>TOTAL HOURS</b>				

Client: .....

Address: .....

.....

.....

**NOTICE TO CLIENTS**

We certify that the above-mentioned agency worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of New Millennium Payroll Services Ltd or any of its subsidiary, associated or holding companies.

Signed..... Print Name .....

**NOTICE TO AGENCY WORKER**

Should the Agency Worker have any queries regarding pay, please telephone the New Millennia payroll department at New Millennia Group plc, 1121 Ashton Old Road, Openshaw, M11 1AA Tel: 0161 337 9882 Fax: 0161 320 6342

**IMPORTANT INFORMATION**

Parts 1 (White) return to Agency, Part 2 (Yellow) retained by client, Part 3 (Pink) retained by Agency Worker