

# Timesheet

Fax each Friday to Brightwater Support on 01 662 0800

Employee Name: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

\_\_\_\_\_ Week ending (Sunday): \_\_\_\_\_

<b>HOURS WORKED</b>			
Exclusive of lunch hours & travelling time. Part Hour - Please state as a decimal (eg. 1/2 = 0.50)			
<b>DAY</b>	<b>STANDARD HOURS (less lunch)</b>	<b>OVERTIME HOURS</b>	<b>TOTAL HOURS (including overtime)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>TOTAL</b>			

NB: Bank holidays are paid in line with current EU employment law. Please state Bank Holiday in standard hours box.

## EMPLOYEE

I hereby certify the above hours worked are a correct record of the hours worked by me under my terms of engagement with Brightwater Selection (Ireland) Ltd., as stated in my assignment letter.

Employee Signature: .....

**Please forward your P45 if you have not already done so**

## EMPLOYER

I .....hereby certify that the total hours worked are correct, and will accept your account for .....hours shown. I agree to your terms and conditions of business.

Signed: .....

Position: .....

Date: .....

IF THIS IS THE LAST WEEK OF YOUR ASSIGNMENT AND YOU REQUIRE A P45, PLEASE TICK THIS BOX

Brightwater  
Support