Multi Timesheet

Please complete and email back by **10am on Monday** to **payroll@first-base.co.uk**

FirstBase

COMPANY NAME:

WEEK COMMENCING:

CANDIDATE NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Standard Hrs (breaks deducted)	Overtime Hrs (breaks deducted)	TOTAL (breaks deducted)
									TOTAL:	

SUPERVISOR / MANAGER NAME: ..... **SUPERVISOR / MANAGER SIGNATURE:** .....

Terms & Conditions: Candidates are entitled to statutory rest breaks and rest periods between their shifts. They are entitled to 20 minutes for 6+ hours worked, 11 hours between shifts and 1 day off per week (or 2 days every 14). Please note: that prior to signing for the above hours, you agree with them. You should not sign for hours that may be the subject of discrepancy at a later date. If you do have any queries to the above, then please do not hesitate to contact the consultant who deals with your account. Any queries must be made within 14 days of invoice date.