one2one Recruitment Timesheet

| DAY | Time to nearest quarter hour (15mins = 0.25), (30mins = 0.50) and (45mins = 0.75) | | | TOTAL HOURS* | DAYS WORKED* |
	START	FINISH	BREAK		
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
Total Time Worked or *Days Completed					

IMPORTANT INFORMATION - PLEASE READ BEFORE COMPLETING

Please ensure your timesheet is completed fully and accurately as any errors may delay your pay.

* If you are working on a 'DAY RATE' simply complete end colum, otherwise complete TOTAL HOURS column and enter all time worked to the nearest 0.25 hour (15mins) and in decimal format e.g.
(15mins = 0.25), (30mins = 0.50) and (45mins = 0.75).

Your timesheet should be either faxed to **08701 918 389** or emailed to **info@o2ouk.com**
The deadline for submission is **12:00 noon Monday**.
If you have any queries, please contact your one2one Consultant on 01604 647100.

CANDIDATE NAME	
COMPANY NAME	
WEEK COMENCING (MONDAY)	
CLIENT SIGNATURE	
DATE SIGNED	
PRINT NAME	

If you require holiday to be paid (subject to your accrued holiday fund), please complete the holiday notification below. Please note that holidays must be booked in advance and taken as **full** days only.

Holiday Notification

I will be away from work (dates)	FROM		TO	
Total work days absent?				
Authorised by line manager (signature)				