

TIMESHEET PAYE

Please use a separate timesheet for each week of your placement

Your Name
Your Consultant
Your Line Manager
Company
Week Beginning
Day/Hourly Rate (£)

Please fill in as appropriate - if any part days are worked, please state the number of hours

	Hours Worked			Total Hours Worked
	Start Time	Finish Time	Lunch	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				

Please tick this box if you have taken time off this week, so we can include your statutory holiday allowance.

Please tick this box if this is your last week freelancing for Blue Skies. Our Payroll Department will then send you a new P45 and pay you any outstanding holiday allowance in your first pay packet.

For the freelancer

This timesheet must be signed by an authorised representative of the Client Company you are working for. All timesheets should arrive at our offices at the latest time of Monday (before 12pm) of each week. If you send your timesheet to us please ensure you keep the original as it may need to be processed as proof of time worked under the Working Time Regulations Act 1998.

For the client

I confirm this is an accurate record of the time worked by the above named freelancer and that the services provided by the freelancer have been satisfactory. We agree to pay your account as per your terms and conditions of the business.

Freelancer

Client

Signature

Signature

Date

Date

Please email to invoice@blueskiescareers.co.uk For the purposes of record keeping required under the Working Time Regulations 1998 we will assume that a working day is 8 hours unless stated otherwise.



01789 293 893
blueskiescareers.co.uk