



## TEMPORARY STAFF WEEKLY TIMESHEET

### IMPORTANT INFORMATION

1. In order to ensure you will receive your pay, you must have fully registered with Eden, who operate payroll on behalf of COS Recruitment. If you do not register with Eden, this could delay your payments.
2. Timesheets must be completed in full and signed by the client you are working for
3. It is your responsibility to ensure your timesheet is signed and sent to COS.
4. If you leave before your assignment is completed without informing COS or the client, we cannot guarantee your timesheet will be completed on your behalf in time for the next payroll.

**Timesheet deadline: 11am each Monday**  
 Send to [timesheets@cosrecruitment.co.uk](mailto:timesheets@cosrecruitment.co.uk)

Temporary Worker's Name	Company Name	Week Ending Sunday
CONSULTANT: Emily (Office) / Giedre (Industrial) <i>(delete as applicable)</i>		

### CONTRACTED HOURS

	EXAMPLE	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS
Start Time	9.00								
Finish Time	5.45								
Lunch Break	-1hr								
Hours Worked	7.45								

### OVERTIME

	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL OVER TIME
Start Time								
Finish Time								

### CLIENT DECLARATION:

The above is an accurate record of the hours worked by the named temporary worker for the days in question. I confirm I am authorised to verify these hour on behalf of my company. COS are authorised to invoice our company/organisation at the agreed rate/s and we agree to accept the prevailing agency terms and conditions of business

AUTHORISED SIGNATURE:		PRINT NAME:	
POSITION:	DEPARTMENT	DATE:	