



Temporary Drivers Timesheet

Name of Driver	Week Ending
Name of Client	Order Number

Instruction to Temporary Driver. This timesheet must be completed with one of the declarations below signed to confirm your hours.

Day	Start Time	Finish Time	Working Time	POA	Breaks	Total Shift Time	Total Paid Time	Holidays/ Sick
Sun								
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Total			=	=	=	=	=	=

Instruction to Temporary Driver. This night working chart must be completed for those undertaking night work

Time Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Mon																								
Tues																								
Wed																								
Thurs																								
Fri																								
Sat																								
Sun																								

WORKER DECLARATION 1: NB: Fraudulent recording is a criminal offence and may lead action being taken against you.

1. I declare I have accurately recorded my time in this timesheet.
2. I declare I have not been engaged in any work other than for Direct Recruitment (Mids) Ltd during this week.
3. I will notify the employment business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so Direct Recruitment can maintain an accurate record of my weekly Working Time.

SIGNATURE DATE

WORKER DECLARATION 2: NB: Fraudulent recording is a criminal offence and may lead action being taken against you.

1. I declare I have accurately recorded my time in this timesheet.
2. I declare I have been engaged in work in addition to work for Direct Recruitment (Mids) set out in this timesheet this week which constitutes Working Time as defined under Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet so Direct Recruitment can maintain an accurate record of my weekly Working Time.

SIGNATURE DATE

CLIENT DECLARATION
I certify that the above number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction.

SIGNATURE DATE

Please fax back to 01785 818841 by 1500 Monday or email to payroll@directrecruitment-uk.co.uk
