



## CARE ASSISTANT TIMESHEET

**FAX 01 2788621**

**\*PLEASE READ THE FOLLOWING NOTES TO ENSURE YOUR TIMESHEET IS FILLED OUT CORRECTLY AND YOUR PAYROLL IS PROCESSED ON TIME\***

- We must receive your signed timesheet BEFORE 10am on Monday to ensure you are paid the following Friday. We cannot make exceptions due to banking deadlines.
- Queries should be directed to Bernice@ recruitmentplus.ie, Tel 012788610/ 085-2841950 or Anne 086-8314668
- The working week is from Monday through Sunday. Please only fill out one week's worth of hours on one timesheet.
- You must have your timesheet signed off by your supervisor each day

**-If this is your last assignment with us, please check here to request your P45**

Care Assistant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Day	Date	From am/pm	To am/pm	Lunch breaks	Unit	Standard hours worked	Client Signature	Client, please print name here
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
Total Hours To be invoiced exclusive of breaks							Notes, comments-	

- These hours and our Terms of Business relating to the introduction of Care Assistant staff are deemed to be accepted by the Client by virtue of a signature on behalf of the client company.
- If the client engages a member of the Agent's temporary/contract staff on a permanent, self employed or freelance basis either during or within 12 months after termination of a temporary engagement with the client, the Client shall immediately notify the Agent and the Client is rendered liable for the payment to the Agent of the normal introduction fee.
- The Hirer should indemnify Recruitment Plus Ltd against any injury, loss, damages, proceedings in respect of Employers & Public Liability claims which may arise in respect of staff supplied by Recruitment Plus in the course of their contracted duties.

The client undertakes to notify RecruitmentPlus immediately should there be any discrepancy on the hours or any dissatisfaction with the temporary staff provided. A signature on behalf of the client company represents acceptance of our payment terms and payment is expected on receipt of invoice

*Temps - Please retain a copy of the signed timesheet for your own records.*