



# Timesheet

Please email before Monday 8am to [richard@rplus.ie](mailto:richard@rplus.ie) or fax to 01 2788621

<b>Your Name</b>	
<b>Temporary Position</b>	
<b>Company</b>	
<b>Department</b>	
<b>Week Ending (Sunday)</b>	

	Start Time	Lunch Time	Finish Time	Standard Hours	Overtime @ Time + ½	Overtime @ Double Time
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						
<b>Sunday</b>						
<b>Total Hours:</b>						

If you require holiday pay, please mark the required amount in the box to the right. If you wish to receive your full entitlement please write "ALL" in the box.

**HOLIDAY PAY**  hours

To be entitled to a full or part bank holiday payment, you must work a minimum of 40 hours in the previous 5 weeks. Please mark your daily standard working hours in the box to the right to receive bank holiday pay.

**PUBLIC HOLIDAY**  hours

If you are finished all assignments with Recruitment Plus, please tick the box should you wish Rplus to submit details of your cease of employment to Revenue.

**Cease Of Employment**

These hours and our Terms of Business relating to the introduction of temporary 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, and 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.

CANDIDATE SIGNATURE:

PRINT NAME:

CLIENT SIGNATURE:

PRINT NAME:

POSITION:

DATE: