

Xander Recruitment Group

Timeheet

Please email back to:
timesheets@xandergroup.co.uk

First name:	Surname:	Weekending Date:
Client Name:	Location:	



Day	Date	Booking ref number /PO number	Start time	End time	Unpaid break in minutes	Total hours worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Feedback	YES	NO
Appropriately Attired?		
Good clinical skills/abilities		
Professional?		
On time?		
Ability to work as part of a team		
Induction/orientation complete?		
Would you invite candidate back?		

- Please ensure your time-sheet is signed and dated by you and the client.
- Please ensure that you complete a separate timesheet for each client you visit
Please ensure you send in your time-sheet by 11am each Monday - to be paid on the Friday of that week.
-

WORKER DECLARATION (Candidate)

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action, and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Authority, other Public Sector body and private entities who have a similar requirement and the Counter Fraud Services (or other similar organisation which operates in the same capacity for any other Public Sector organisation) for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud.

Sign:

Print:

Date:

AUTHORISED SIGNATORY (Client)

I am an authorised signatory for my Ward/Department/NHS/Public sector body/Private sector body. I am signing to confirm that the Job profile Title and Band/Grade of Temporary Workers and the hours/shift that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Authority, other Public Sector body and private entities who have a similar requirement and the Counter Fraud Services (or other similar organisation which operates in the same capacity for any other Public Sector organisation) for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud.

Sign:

Print:

Date: