



300 BRANCHES
THE EMPLOYMENT
TEAM
AGENTS MOVEMENT



TIME SHEET

Client Company Name:

Temporary Workers Name:

Dept/ Location:

Job Title:

Sunday
w/e

Please enter hours calculated to nearest QUARTER HOUR							
Day	Date	Start Time	Finish Time	Breaks Taken	Standard Hours	Overtime Hours	Expenses
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
				Total			

Holiday MUST be booked in advance as per the Working Time Regulations 1998 - see your copy of the Terms of Engagement.

Advance Holiday Request Date(s)	No of Working Days and Hours	Eg 2 days Days	Eg 2 days @6 hrs per day = 12 hrs Hours
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All hours will be paid at the standard rate unless overtime rates have been authorised and agreed in advance. All breaks as standard are unpaid unless payment is authorised by the client.

Should you require clarification at any time, please contact the branch during working hours - Monday-Friday 8.30am-5.30pm.

Trowbridge Branch Tel: 01225 777157 Fax: 01225 751636

The deadline for the return of signed and completed time sheets is Monday 10.00am. Time sheets returned after 10.00am will not be processed until the following weeks payroll.

COMPANY DECLARATION I confirm that the hours detailed above (minimum of 4 hours per day) are correct.

Signed: Print Name:

NB Failure to sign a time sheet does not absolve the clients obligation to pay the charges in respect of hours worked.

PLEASE FAX BACK TO WHITE HORSE EMPLOYMENT ON 01225 751636

SUPPLYING TEMPORARY STAFF SERVICES - A full copy of the Terms & Conditions of Business (TOB) under which we operate are supplied to a client prior to any business being undertaken. TOB are deemed to be accepted by the client upon request of an interview or placement with a Temporary Worker. Below are key points taken from this document for your attention.

CHARGES

The Client agrees to pay such hourly charges of the Employment Business as shall be notified to and agreed with the Client. The hourly charges are calculated according to the number of hours worked by the Temporary Worker (to the nearest quarter hour) and comprise mainly the Temporary Worker's hourly rate but also include the Employment Business' commission calculated as a percentage of the Temporary Worker's hourly rate, employer's National Insurance contributions and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT, if applicable, is payable on the entirety of these charges.

The charges are invoiced to the Client on a weekly basis and are payable within 7 days. The Employment Business reserves the right to charge interest on any overdue amounts at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.

There are no rebates payable in respect of the charges of the Employment Business other than those set out in clause 7 of the TOB.

TRANSFER AND INTRODUCTION FEES

Where there has been a supply - In the event of the Engagement by the Client of a Temporary Worker supplied by the Employment Business either (1) directly or (2) pursuant to being supplied by another employment business, during the Assignment or within whichever is the longer of either - 14 weeks from the start of the first Assignment (each new assignment where there has been a break of more than 42 days (6 weeks) since the end of the previous Assignment shall also be considered to be the 'first Assignment' for these purposes); or

- 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, subject to electing by giving 5 working days prior notice, to either an extended period of hire or a Transfer Fee calculated in accordance with Schedule A of the TOB. However, where the client does not give such notice before the Temporary Worker is Engaged the parties agree that the Transfer Fee shall be due.

Transfer Fee - The Transfer Fee shall be as set out in Schedule A of the TOB or, if the actual amount of the Remuneration is not known, it will be calculated as the hourly charges referred to in clause 3.1 of the TOB multiplied by 300. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

Extended Period of Hire - The Extended period of hire shall be whichever is most appropriate as detailed in the scale of fees set out in Schedule A of the TOB.

Inability to supply during the period of hire - If the Client elects for an extended period of hire, as set out above, but before the end of such period Engages the Temporary Worker supplied by the Employment Business either directly or pursuant to being supplied by another employment business or the Temporary Worker chooses not to be supplied for an extended period of hire, the Transfer Fee calculated in accordance with 7.1.2 of the TOB will be charged, reduced by such percentage to reflect the period of extended hire already undertaken by the Temporary Worker and paid for by the Client.

Where period(s) of absence due to illness or injury prevent the Temporary Worker from being employed or supplied for 4 or more days, which shall be qualifying days for the purposes of Statutory Sick Pay (SSP), during the period of hire as set out above, the period of hire shall be extended by a period equivalent to the total period of absence.

Where there has been an Introduction but no supply - In the event that there is an Introduction of a Temporary Worker to the Client which does not result in the supply of that Temporary Worker by the Employment Business to the Client, but which leads to an engagement of the Temporary Worker by the Client either (1) directly or (2) pursuant to being supplied by another employment business within 6 months of the date of the Introduction the Client shall be liable, to pay an Introduction Fee calculated in accordance with Schedule A of the TOB.

Introduction Fee - The Introduction Fee shall be calculated in accordance with Schedule A of the TOB, if the actual amount of the Remuneration is not known, it will be calculated as the hourly charges referred to in clause 3.1 of the TOB multiplied by 300. No refund of the Introduction Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

Inability to supply during the period of hire - If the Client elects for an extended period of hire, as set out above, but before the end of such period

Engages the Temporary Worker supplied by the Employment Business either directly or pursuant to being supplied by another employment business or the Temporary Worker chooses not to be supplied for an extended period of hire, the Introduction Fee calculated in accordance with Schedule A of the TOB will be charged, reduced by such percentage to reflect the period of extended hire already undertaken by the Temporary Worker and paid for by the Client.

Where period(s) of absence due to illness or injury prevent the Temporary Worker from being employed or supplied for 4 or more days, which shall be qualifying days for the purposes of Statutory Sick Pay (SSP), during the period of hire as set out above, the period of hire shall be extended by a period equivalent to the total period of absence.

Where there has been an Introduction by the Client resulting in an Engagement by a Third Party - In the event that a Temporary Worker is introduced by the Client to a third party with a resulting engagement of the Temporary Worker by the third party within 6 months from the date of Introduction the Client shall be liable, to an Introduction Fee calculated in accordance with Schedule A of the TOB if the actual amount of the Remuneration is not known, it will be calculated as the hourly charges referred to in clause 3.1 of the TOB multiplied by 300. No refund of the Introduction Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

LIABILITY

Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Temporary or Contract Workers and further to provide them in accordance with the Client's booking details, it remains the clients responsibility to ensure the candidate is suitable for the Clients requirements. The Employment Business is not liable for any loss, expense, damage or delay arising from any failure to provide any Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary or Contract Worker. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence.

Temporary Workers supplied by the Employment Business are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though the Temporary Worker was on the payroll of the Client. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations, Health and Safety At Work Act etc, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff (excluding the matters specifically mentioned in clause 6 of the TOB), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all Assignments.

The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Temporary or Contract Worker and about any requirements imposed by law or by any professional body, which must be satisfied if the Temporary or Contract Worker is to fill the Assignment. The Client will assist the Employment Business in complying with the Employment Business' duties under the Working Time Regulations by supplying any relevant information about the Assignment requested by the Employment Business and the Client will not do anything to cause the Employment Business to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Temporary Worker for more than 48 hours in any week, the Client must notify the Employment Business of this requirement before the commencement of that week.

The Client agrees that it will use all reasonable endeavours to ensure that the workers take the necessary rest periods pursuant to Regulations 10, 11 and 12 of the Working Time Regulations.

The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Temporary Worker for the Temporary Worker to fill the Assignment.

The Client undertakes not to request the supply of a Temporary Worker to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed someone who has been transferred by the Client to perform the duties of the person on strike or taking official industrial action.

The Client shall indemnify and keep indemnified the Employment Business against any costs, claims or liabilities incurred by the Employment Business arising out of any Assignment or arising out of any non-compliance with clauses 8.2, 8.3 and 8.5 of the TOB and/or as a result of any breach of these Terms by the Client.