

**Please ensure that we receive this timesheet by 10am Monday**

Fax: 01656 658981 / Email: timesheet@jgr.co.uk / Post : 60 Nolton Street, Bridgend, CF31 3BP



<b>Temporary Worker Details</b>	(Surname) _____
	(Forename) _____

Week Ending Date (Sunday) \_\_\_\_ / \_\_\_\_ / 2023

Client Name \_\_\_\_\_

Client Location \_\_\_\_\_

**Optional Information**

Timesheet No. \_\_\_\_\_

Client Ref \_\_\_\_\_

Payroll No. \_\_\_\_\_

Hours of work (Please use 24 hour clock)				Hours worked at each pay rate					Holiday Pay Hours
	Start Time	Finish Time	Time Taken for Meals / Breaks	Standard	Shift Rate	Time 1/2	Double Time	Other (Please specify)	
	:	:							
<b>Mon</b>	:	:							
<b>Tue</b>	:	:							
<b>Wed</b>	:	:							
<b>Thu</b>	:	:							
<b>Fri</b>	:	:							
<b>Sat</b>	:	:							
<b>Sun</b>	:	:							
<b>Totals &gt;&gt;&gt;</b>									
<b>Total hours worked &gt;&gt;&gt;</b>									

Notes \_\_\_\_\_

I certify that the total number of hours as stated above have been worked satisfactorily and that payment, including applicable overtime rates, will be made in respect of these according to your Terms and Conditions of Business which I have received and accept as the basis of this transaction.

Client Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Neath Tel No : 01639 631444

Bridgend Tel No : 01656 767778

JGR Educate LLP is registered in England and Wales, Company No: OC415260  
Registered office: Dwr-y-Felin Road, Neath, SA10 7RF.

Please fax timesheets to :  
01656 658981

**Additional timesheets can be downloaded from our website [www.jgr.co.uk](http://www.jgr.co.uk)**