

This timesheet must be with your consultant before end of business Friday or at the very latest 9am on Monday morning. Failure to meet this deadline will result in a delayed payment.

Airport Staff
 Driving Force
 Total Talent Solutions
 Labour Force



Company: Title/Dept:
 Employee:

Week Starting: Monday / / Sunday / /

Tel: + 353 (0)1 404 7180
 Web: www.strategicplacement.ie

	Start Time	Finish Time	Total Hrs. worked ex. lunch breaks	Overtime Hrs. x 1.5	Overtime Hrs. x 2	Break 1 Received (Yes/No)	Break 2 Received (Yes/No)	Requested Holiday Leave	Please give reason if breaks were not received
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total Hrs:									

Employee Signature: _____
 Comments:
 Before sending this timesheet please ensure all hours are totalled correctly and that you and your manager have signed that all hours are correct. **Please submit the authorised timesheet** on the timesheet app.____

Client Signature: _____ Client Name:
 Please rate your temp: 1 - 5; 1 being poor & 5 being excellent: 1 2 3 4 5
 Comments:
 If a client engages a Temporary in a temporary/permanent position within 12 months of the completion by that Temporary of his/her assignment with the client, the client will be liable to the company for the temporary/permanent introduction fee. By signing this timesheet I authorise Southside Personnel to pay the employee all hours claimed and raise an invoice accordingly.