

Week Ending: ____ / ____ / ____

Employee Name: _____ Job Title: _____

Client Name: _____

Site Location Address: _____ Postcode: _____

**Timesheets must be submitted by 12pm every Monday for weekly pay on a Friday to -
 timesheets@paragonsr.co.uk | Whatsapp 07748 228 990**

Date	Start Time	End Time	Break	Hours	Mileage/ Travel	Addresses Worked (if applicable)
Monday/...../.....						
Tuesday/...../.....						
Wednesday/...../.....						
Thursday/...../.....						
Friday/...../.....						
Saturday/...../.....						
Sunday/...../.....						
		TOTAL				

All timesheets should be written accurately in CAPITAL LETTERS to avoid any future problems

Employee Signature: _____ Date: _____

Client Signature: _____ Date: _____

Client Name: _____

2396533

I hereby certify that the above hours are a correct record of the hours worked by the Temporary worker and are non negotiable. I understand it is my responsibility to deduct breaks and that these hours will be used to calculate the invoice charge. I also confirm I accept the current terms and conditions for the introduction and supply of staff by Paragon Resource Solutions Ltd, copies available on request. I am authorised by the client to sign this timesheet.
 Terms for Drivers - I confirm that I have had no near misses, dangerous occurrences or accidents during the course of the hours stated on this timesheet. I have been provided with, read and understood, and can confirm that I have complied with the Road Transport (Working Time) Regulations 2005 and its subsequent amendments. I have not undertaken any other work, nor had any other employment during the same time as the hours stated on this timesheet. I undertake to keep 28 current days' digital / analogue tachograph records in my possession/on my person. When the 28 days has expired during which I am required to retain the tachograph records I will return all tachograph charts to Paragon Resource Solutions Ltd.