

# MULTIPLE TIMESHEET

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<b>CLIENT</b>	<input style="width: 95%;" type="text"/>	<b>JOB NO</b>	<input style="width: 95%;" type="text"/>
			(for client use only)
<b>SITE</b>	<input style="width: 100%;" type="text"/>		
<b>WEEKENDING</b>	<input style="width: 25%;" type="text"/>	<b>REF NO</b>	<input style="width: 25%;" type="text"/>
			(for office use only)

An Hours Exceedance Authority Form must accompany this timesheet if any operative has exceeded any one of the below limits, **Failure to do so for each occasion will result in the maximum hours only being paid**

- 12 Hour shift
- 72 Hours per calendar week
- Less than 14 hour rest period between shifts
- 14 Hour combined shift & travelling time

NAME	N.I. NUMBER	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL

**COMMENTS:**

**ALL HOURS DISPLAYED ABOVE WILL BE PAID AND CHARGED AS AUTHORISED  
ANY DEDUCTIONS FOR MEAL BREAKS, etc MUST BE MADE PRIOR TO RECORDING PAID HOURS ABOVE**

<b>Authorised Signature</b>	<b>Position</b>
<b>Print Name</b>	<b>Date</b>

By signing this timesheet you are confirming that work has been carried out to a satisfactory standard and that your company accepts our Terms & Conditions of business and will pay the amount in accordance to hours shown.

**Please return by 12 Noon Tuesday**

**Fax : 0844 576 3833**

**Email : [timesheets@1ststeprecruitment.co.uk](mailto:timesheets@1ststeprecruitment.co.uk)**