

TIME SHEET - EMPLOYEE COPY

www.caringworks.co.uk



<i>Client Name & Address</i>	<i>Worker Name (in full)</i>	<i>Worker Signature:</i> <i>Date:.....</i>
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Date	Start Time e.g. 08:00	Finish Time e.g. 17:00	Break Time Start	Break Time End	Total Hrs Worked	Ward / Unit Name	Job Profile Title & Band	Expenses	Client Initials

TO BE COMPLETED BY CLIENT	FOR OFFICE USE ONLY
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<p>I certify that, having received the terms and conditions of Recruiting Healthcare t/a Caring Works, which can be found on the New Client Account form or the Caring Works website (www.caringworks.com), the hours shown above have been worked by the named operative and should be invoiced accordingly.</p> <p>Signed:</p> <p>Print Name:</p> <p>Position: Date:</p> <p>Total Hrs (in Words):</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Client Code:</td> <td style="width:10%;">Title</td> <td style="width:10%;">Hrs</td> <td style="width:10%;">Pay</td> <td style="width:10%;">Chg</td> <td style="width:10%;">Exps</td> </tr> <tr> <td>Worker ID:</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>W/E (Sunday):</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Auth By:</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Date:</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Client Code:	Title	Hrs	Pay	Chg	Exps	Worker ID:						W/E (Sunday):						Auth By:						Date:					
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ANY ALTERATIONS MUST BE COUNTERSIGNED BY THE CLIENT

TIME SHEET - CUSTOMER COPY

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<i>Client Name & Address</i>	<i>Worker Name (in full)</i>	<i>Worker Signature:</i> <i>Date:.....</i>
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