

# Payroll - Timesheet



**Company Name**

**Building / Site Location**

**Week Ending (Sunday):**

**Purchase Order No:**

Please insert the number of PAYABLE / CHARGEABLE hours into each Daily Box and summarise in the "TOTAL" boxes on the right. Please ensure any lunch break deductions are included and accounted for.

Operatives Name	Trade	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Basic Hrs	Total O/T 1Hr	Total O/T 2Hrs	Total O/T 3Hrs

**Approved Customer Acceptance:** Please note that authorisation below deems you the client to be bound by RTLane Recruitment Standard Terms & Conditions a copy of which has been previously sent but is also available upon request. Please ensure the timesheet is received by RTLane Recruitment no later than 1.00pm on the Monday following the week work is carried out. Thank You

**Abbreviations:** Sick - Sick Off - Unpaid Leave Hol - (If a temp requires a paid holiday, then a paid holiday request form must be submitted with your timesheet).

**Customer Name:**

**Customer Signature:**

**Position:**

**Date:**

Please return the authorised timesheet to:

[payroll@rtlanerecruitment.ie](mailto:payroll@rtlanerecruitment.ie)

Telephone: 022 46969

Mobile: 087 966 9394