

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.



**Southside
Personnel**

Tel: +353 (0) 1 687 6430

Fax: +353 (0) 1 283 3899

Email: info@southside.ie

Web: www.southside.ie

Company: Title/Dept:
 Employee:

Week Starting: Monday / / Sunday / /

	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 scan/email the authorised timesheet to: info@southside.ie

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.