

This timesheet must be with your consultant before 9am on Monday. Failure to meet this deadline will result in a delayed payment.



Tel: 01 6170033

Email: info@orangerecruitment.ie

Web: www.orangerecruitment.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	Break 2 received	Please give reason if breaks were not received
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

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@orangerecruitment.ie

Client Signature: _____ Client Name:

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 Orange Recruitment to pay the employee all hours claimed and raise an invoice accordingly.