



dovetail group
human resource specialists

Timesheet

Company name _____

Week ending date / /

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	Start	Finish	Break	Standard hours (excluding breaks)	Overtime hours	Total hours to pay
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Totals			

Temporary worker name _____

Start date _____

Job title _____

Reporting to _____

Temporary workers signature _____

Please ensure your timesheet is signed by your line manager before returning to Dovetail – either by post, fax or email.

By signing this timesheet you hereby accept all of Dovetail's Terms and Conditions, which can be found on the website or on the reverse of a standard hard copy timesheet.

✍️ Authorised Signature _____ Position _____ Date / /2014

I certify that the total hours for each temporary worker named above have been satisfactorily worked and that payment will be made in respect of these worked hours in accordance to the Gillaroo Ltd, t/a Dovetail Human Resource Services agreed terms of business which I have received and accepted as the basis of this transaction