

## Three Q TEMPS Timesheet

**IMPORTANT:** All timesheets must be returned by 12:00pm MIDDAY on Monday in order to receive your pay on Friday. Timesheets after this time will be processed the following week.

### Three Q Temp Details

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Client Name: \_\_\_\_\_

Location/Unit: \_\_\_\_\_

### Client Details

Client: \_\_\_\_\_

Report To: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

### Date of Week End:

\_\_/\_\_/20\_\_

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Start Time							
Finish Time							
Breaks (deduct from hours)							
Saturday Premium (✓ or X)							
Total Hours							

Total Hours This Week: \_\_\_\_\_

I hereby certify that the total hours signed for are a correct record of the hours worked and any and all breaks have been deducted. I also confirm that the Client Organisation will make payment within fourteen days of invoice.

Print Name: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES TO CLIENT: Signature on the timesheet confirms acceptance of Three Q TEMPS charge rates, terms & conditions and satisfaction of the duties carried out.

**Thank You For Using The Services of Three Q TEMPS**

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