

Name		Week End	
Client		Dept	
Client Contact		Job Title	

IMPORTANT! Please ensure that your timesheet is completed in full, signed, authorised and faxed to 0161 834 2223.

Date		Start Time	End Time	Lunch Deducted	Standard Hours or Days (A)	Overtime Hours (B)	Holiday Paid	Holiday Unpaid	Sickness	Other Leave	Expenses
	MON										
	TUE										
	WED										
	THU										
	FRI										
	SAT										
	SUN										
Totals											£

- Note 1** Lunch breaks are not paid and time taken should be deducted when entering standard hours.
Note 2 Timesheet MUST be signed by both the worker and authorising client - incomplete timesheets will be rejected.
Note 3 Once completed and signed the timesheet should be copied and one copy passed to the client - the remaining copy should be faxed to 0161 834 2223 or e-mailed to payroll@sellickpartnership.co.uk.

<p>Workers Declaration:</p> <p>[a] The hours claimed are correct.</p> <p>[b] I have read, understood and agreed to the statement below.</p>	<p>Signed</p>
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<p>Client Authority/Declaration:</p> <p>[a] The hours shown are correct and the work has been completed in a satisfactory manner.</p> <p>[b] I have read, understood and agreed to the statement below.</p> <p><i>IMPORTANT: A wage will be calculated and paid on the basis of the hours authorised, please ensure that the stated hours are correct.</i></p>	<p>Total Hours Authorised A+B</p> <hr/> <p>Signed</p> <hr/> <p>Client Contact Tel.No</p> <hr/> <p>Dated</p>
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DECLARATION - FOR ALL ASSIGNMENTS

Agency Workers must NOT authorise timesheets relating to themselves or any other Sellick staff.

Timesheets must be completed legibly and in full, failure to complete timesheet correctly may result in delays/errors in payment.

The client authority, signing this timesheet MUST ensure the accuracy of the hours claimed as this document will form the basis of both workers pay and client invoice.

Sellick Partnership reserves the right to reclaim in full any payment made in respect of incorrect or fraudulent claim.

IF YOU HAVE ANY QUERIES REGARDING THIS FORM OR THE HOURS DECLARED PLEASE CALL OUR PAYROLL DEPARTMENT ON 0161 834 1642.