

FULL NAME:

WEEK COMMENCING:

**AUTHORISED TIMESHEETS MUST BE  
WITH GLR BY 9am MONDAY MORNING  
FAX / EMAIL / PIC MSG**



**Call us: 0113 244 1277**

DATE	DAY	START	BREAK	FINISH	DAILY HOURS	POSITION	P.O.A	Other non GLR hours	Approved Expenses	COMPANY
	MON									
	TUES									
	WED									
	THURS									
	FRI									
	SAT									
	SUN									
				TOTAL				TOTAL	£	

*Worker / Driver Declaration: I hereby declare I have accurately recorded my hours on this timesheet and understand any fraudulent claim is a criminal offence and may lead to action being taken against me. I also confirm I have notified Green Light Recruitment Ltd of any periods of work that constitute working time as defined under the the Road Transport (WTR) Regulations 2005/ Working Time Regulations 1998, undertaken during this week for other employers or employment businesses so that Green Light Recruitment Ltd can maintain an accurate record of my weekly working time*

FULL NAME: ..... SIGNATURE ..... DATE .....

*I/we confirm that these are the actual hours worked by the temporary worker and I/we are authorised to sign this timesheet on behalf of the company (the Hirer).*

FULL NAME: ..... SIGNATURE ..... DATE .....



Head Office: 36a Whitehouse Street  
Leeds, West Yorkshire  
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