

Please upload timesheets to Cooke Reynolds Portal - (To be sent no later than Monday 9am)

WEEKLY TIMESHEET

Client Company		Agency Worker	
Company Name		First name	
Address		Surname	
		Grade Band	
Week Commencing		Week Ending	

Client: I the undersigned certify that the hours shown below have been completed to my satisfaction by the above-named agency worker, and that non-working time has been deducted where applicable from the calculated total worked hours. I confirm that I am authorised to approve the timesheet for payment of the appropriate charges for the hours worked.

Agency Worker: I hereby confirm that I have recorded and checked the hours and mins and that they are recorded correctly.

Agency Worker (all time to be reported in hours and minutes on the timesheet. This will convert to decimal once in the Cooke Reynolds portal) Report Timings as per 24 hour clock									Client Authorised By	
Day	Date	Start Time		Finish Time		Unpaid Breaks	Total Payable Working Hours		Position/Job Title	Authorising Signature
Ensure the correct DATE is against the correct DAY		Hrs	Mins	Hrs	Mins	Mins	Hrs	Mins		
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
						Total Hours Payable for Week				

*** Agency worker: Please ensure that the shifts you are working for the following week are reported to Cooke Reynolds on a Monday. You will be unable to upload your timesheet on a Monday if a booking has not been created within our booking system. ***