



Ringlink Services Ltd

Cargill Centre
Aberdeen Road
Laurencekirk
AB30 1EY

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Fax: 01561 378231
Email: laurencekirk@ringlinkservices.co.uk
Web Page: www.ringlinkservices.co.uk

TIMESHEET MUST BE RECEIVED BY 9AM MONDAY

Fax: 01561 378231 (Laurencekirk), 01343 551665 (Elgin), 01828 640743 (Ardler) & 01651 873603 (Oldmeldrum)

Worker's Name Week Beginning

Client's Name

Address

Day	HOURS STD	HOURS O/TIME	JOB DESCRIPTION (Please indicate if night shift)
Saturday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Sunday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Monday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Tuesday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Wednesday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Thursday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Friday			
Start Time _____			
Finish Time _____			
Less Breaks _____			
Total			Other

Client's Signature

Worker's Signature

Induction to be carried out prior to the commencement of New Assignment

It is the responsibility of the Site Owner/Manager to carry out an Induction with any Temporary Worker prior to starting a new assignment. Below is a checklist for reference which includes the minimum requirements

Please tick boxes when received			
Health & Safety Procedures	<input type="checkbox"/>	Requirements of Role	<input type="checkbox"/>
Company Policies	<input type="checkbox"/>	Training Requirements	<input type="checkbox"/>
Standards of Conduct	<input type="checkbox"/>	Risk Assessment of Job	<input type="checkbox"/>

Issues of Concern from the Risk Assessment

Comments:
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Please note that failure to hand in a correctly signed and completed timesheet may result in delayed payments