

Timesheet

Drivers Name	Category
Company Name	Week Ending (Sunday)

Instructions to mobile workers: This timesheet must be completed in line with the guidance notes printed on the reverse of this timesheet and one of the declarations below must be signed to confirm your hours.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Shift Start Time								
Shift Finish Time								
Driving Time								
Other Work								+
Periods of Availability								+
Paid Breaks/Rest								+
Unpaid Breaks/Rest								+
Total Shift Hours								=
Sickness								
Nights Out								
Daily Expenses								
Description of Expenses								
Digital Tachograph								
Digital Download Completed								
Analogue Tachograph								
Non Tachograph Vehicle								

Worker Declaration 1:

NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare that I have accurately recorded my time on this timesheet
- I declare that I have not been engaged in any work this week other than for The Recruiting Office Ltd.
- I will notify The Recruiting Office Ltd. immediately of any other periods of work undertaken during this week for other Employers or Employment Businesses so that The Recruiting Office Ltd. can maintain an accurate record of my weekly working time.

SIGNATURE..... **DATE**.....

Worker Declaration 2:

NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare that I have accurately recorded my time on this timesheet
- I declare that I have been engaged in work this week in addition to work for The Recruiting Office Ltd.
- I have recorded below details of all work undertaken for other Employers or Employment Businesses so that The Recruiting Office Ltd. can maintain an accurate account of my weekly working time

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Driving Time								
Other Work								
Periods of Availability								

SIGNATURE..... **DATE**.....

Temporary Worker Comments:

Client Declaration:

I certify the above total number of shift hours have been undertaken to our satisfaction and that payment will be made in respect of total shift hours (including time claimed for Paid Breaks/Rest times, but excluding Unpaid Breaks/Rest where detailed) according to the terms of business which I have received and have accepted as the basis of this transaction

SIGNATURE..... **DATE**.....

Printed Name.....

Client Comments:

Guidance on completing this timesheet

The EU Drivers Hours Regulations and Road Transport (Working Time) Regulations (RTWT) require employment businesses to maintain records of the Working Time of mobile workers who are subject to EU drivers' hours rules.

In summary, the WTRT Regulations provide:

- Mobile workers (such as HGV drivers) are subject to a maximum 48-hour average Working Time over a default 17/18 week reference period.
- There is a maximum weekly limit of 60 hours Working Time.
- There is a maximum of 10 hours night work within each 24-hour period. Night time is defined as midnight to 4.00am (for goods vehicles) and 1.00am and 5.00am (for passenger vehicles).
- Rest Periods: Mobile workers must take the following breaks: 30 minutes after 6 hours Working Time and 45 minutes for over 9 hours Working Time. It is important to note that EU Drivers Hours breaks and rest periods still apply and that any breaks taken under EU Drivers hours will count towards breaks required under RTWT and vice versa.

An employment business is obliged to ensure that the working time limits specified above are complied with to protect the health and safety of temporary workers they engage and the wider public. In order to maintain such compliance records, you must accurately record your time on this timesheet. **It is your responsibility to accurately record your Working Time during an assignment and to keep The Recruiting Office Ltd. updated as to any additional work (which constitutes working time under RTWT Regulations) you undertake for other employers or employment businesses for the purposes of calculating average Working time. If you fail to record your time properly, or deliberately attempt to flout EU Drivers' Hours and/or RTWT Regulations, this may amount to a criminal offence and you may be subject to a fine on conviction.**

During an assignment you must accurately record your time in line with EU drivers' Hours rules on clients' Tachographs. Your time recording for these purposes will also assist you in recording your Working time for the purposes of the RTWT Regulations. In terms of tachograph pictograms, your working Time is made up of 'driving' time represented as a steering wheel and 'other' work represented as the cross hammer symbol. The use of these symbols will permit you to record your total daily Working Time. Periods of availability are represented as a box containing a right diagonal line.

The following directions will assist you in completing the timesheet.

- Record your name, the category of work you are undertaking/category of vehicle you are driving, the name of the company to whom you are assigned and the current week ending date (Sunday of the current week).

Under the relevant day record:-

- Your shift start and beneath this, at the end of your shift, the shift finish time.
- Record the total period of Driving Time you undertake each day to the nearest quarter hour.
- Record the total period of Other Work you undertake each day to the nearest quarter hour (if you require clarification of what constitutes other work, please contact us).
- Record the total period of POA's you experience each day to the nearest quarter hour. **A definition of Periods of Availability (POA's) is detailed in your The Recruiting Office Ltd. handbook supplied at the time of your interview.**
- Record the total period of paid breaks/rest you have had during the working day – you should check with our client before starting work for the day, which breaks, if any, are paid.
- Record the total period of unpaid breaks/rest you have had during the working day.
- Add together the total period of Working Time, Periods of Availability, Paid Breaks/Rest, Unpaid Breaks/Rest and record under Total Shift Hours.
- If you were absent from your assignment due to sickness, enter a nominal 8 hours in the sickness column.
- If you were required to undertake any Nights Out, put a tick in the relevant box under the appropriate day.
- If you incurred any expenses on behalf of our client please record the total value of the expenses you incurred each day and the details of the expenses below.
- Tick the relevant box to record whether you used an analogue tachograph or a digital tachograph and if a digital tachograph whether you downloaded your card at the end of your shift or if no tachograph was required (i.e. the vehicle was not covered by EU drivers' hour's rules). If you were a driver or a driver's mate in a non-tachograph vehicle it is imperative that you inform us of this fact. The number of days worked in a non-tachograph vehicle will determine whether your hours are controlled under the Working Time Regulations 1998 or the Road Transport (Working Time) Regulations 2005.
- If you have not undertaken any other work during the week in question you should sign Worker Declaration 1. This declaration confirms that the hours you have claimed are accurate and that you will notify us should you subsequently undertake any other work during the relevant week.
- Alternatively, if you have undertaken work for other employers/employment agencies during the week in question, sign Worker Declaration 2. This again confirms that the hours you have claimed are accurate and that you have worked for other employers/employment businesses.
- Record all work undertaken for other employers/employment agencies during the week in question, listing working time, other work and periods of availability separately.
- If you would like to make any comments on the assignment you have undertaken, please record your comments under temporary worker comments (please attach a separate sheet if necessary)
- Before leaving our clients site at the end of the week/end of the assignment (whichever occurs first) please ask an authorised member of staff to sign, date and print their name under Client Declaration.
- If our client has any comments to make on the work you have undertaken they may record them under Client Comments.
- Please give the client an opportunity to take a copy of the signed timesheet for their records.
- Please ensure that the completed timesheet is received by our offices by Midday of the following Monday for processing.
- Please contact The Recruiting Office Ltd. if you require any assistance with completing this timesheet.