

ALIGRA

PERSONNEL

TIMESHEET

WEEK ENDING DATE (SATURDAY):	PURCHASE ORDER NO:
COMPANY NAME:	SITE ADDRESS:
ADDRESS:	
ORDERED BY:	REPORT TO:
NAME:	NATURE OF WORK:

IMPORTANT: THIS TIMESHEET MUST BE COMPLETED IN FULL AND THE APPROPRIATE DECLARATIONS COMPLETED BELOW. PLEASE COMPLETE CLEARLY AND USING A 24 HOUR CLOCK I.E. START TIME 0600 FINISH TIME 1500

DAY	START	FINISH	BREAKS	WORKING TIME	PERIODS OF AVAILABILITY	TOTAL SHIFT TIME
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						
TOTAL WT + TOTAL POA = TOTAL SHIFT TIME						

CLIENT DECLARATION: I AM AN AUTHORISED REPRESENTATIVE OF THE CLIENT AND THE ABOVE TOTAL NUMBER OF SHIFT HOURS HAVE BEEN UNDERTAKEN SATISFACTORILY AND PAYMENT WILL BE MADE ACCORDING TO THE TERMS AND CONDITIONS OF BUSINESS I HAVE RECEIVED.

SIGNATURE NAME DATE.....

↓ MOBILE WORKERS ONLY ↓

WORKER DECLARATION 1: ONLY WORKING FOR ALIGRA

1. I DECLARE I HAVE ACCURATELY RECORDED MY TIME IN THIS TIMESHEET.
 2. I DECLARE I HAVE NOT BEEN ENGAGED IN ANY WORK OTHER THAN FOR ALIGRA PERSONNEL DURING THIS WEEK.
 3. I WILL NOTIFY ALIGRA PERSONNEL IMMEDIATELY OF ANY OTHER PERIODS OF WORK THAT CONSTITUTES WORKING TIME AS DEFINED UNDER THE WORKING TIME ROAD TRANSPORT REGULATIONS UNDERTAKEN DURING THIS WEEK FOR OTHER EMPLOYERS OF EMPLOYMENT BUSINESSES SO THAT ALIGRA PERSONNEL CAN MAINTAIN AN ACCURATE RECORD OF MY WEEKLY WORKING TIME.

SIGNATURE NAME DATE.....

WORKER DECLARATION 2: WORKING FOR OTHER AGENCIES/EMPLOYERS

1. I DECLARE I HAVE ACCURATELY RECORDED MY TIME IN THIS TIMESHEET.
 2. I DECLARE I HAVE BEEN ENGAGED IN WORK IN ADDITION TO WORK FOR ALIGRA PERSONNEL SET OUT IN THIS TIMESHEET THIS WEEK WHICH CONSTITUTES WORKING TIME AS DEFINED UNDER THE WORKING TIME ROAD TRANSPORT REGULATIONS, ACCORDINGLY I HAVE SET OUT THIS ADDITIONAL TIME IN A FURTHER TIMESHEET SO THAT ALIGRA PERSONNEL CAN MAINTAIN AN ACCURATE RECORD OF MY WEEKLY WORKING TIME.

SIGNATURE NAME DATE.....

PLEASE RECORD BELOW THE NAME OF ANY OTHER EMPLOYER AND/OR EMPLOYMENT BUSINESS YOU HAVE WORKED FOR DURING THE CURRENT WEEK ENDING DATE:

1.	2.
NATURE OF WORK:	NATURE OF WORK: