

G-Force Logistics Ltd  
 Unit 7 Somerville Court  
 Banbury Business Park  
 Adderbury  
 OX17 3NS  
 t: 01295 340034 f: 01295 340035  
 payroll@g-forcelogisticst.co.uk  
 www.g-forcelogistics.co.uk



**WEEKLY TIMESHEET**

**Client** \_\_\_\_\_ **Employee** \_\_\_\_\_

**Employed as** \_\_\_\_\_ (Please ensure you identify the class of vehicle driven)

DAY	DATE	START TIME	FINISH TIME	HOURS WORKED	MINUS BREAKS	PAYABLE HOURS	Periods of Availability <i>Mobile Workers Only</i>	OFFICE USE ONLY	
								STD HRS	O/T HRS
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

**Instruction to temporary drivers: This timesheet must be completed in line with the guide notes and ONLY ONE of the declarations below must be signed to confirm your hours. DO NOT SIGN BOTH**

**WORKER DECLARATION 1:** *NB: Fraudulent recording is criminal offence and may lead to legal action being taken against you.*

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 G-Force Logistics Ltd during this week
3. I will notify the employment business 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 or employment businesses so that G-Force Logistics Ltd can maintain an accurate records of my weekly Working Time.

SIGNATURE ..... DATE .....

**WORKER DECLARATION 2:** *NB: Fraudulent recording is criminal offence and may lead to legal action being taken against you.*

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 G-Force Logistics Ltd set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, according I have set out this additional time in a further timesheet so that G-Force Logistics Ltd can maintain an accurate record of my weekly Working Time

SIGNATURE ..... DATE .....

**CLIENT DECLARATION:**

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction.

SIGNATURE ..... COMPANY .....

It is the responsibility of the temporary worker to ensure that this time sheet is fully completed and authorised by the client. This fully completed time sheet **MUST** be returned to the G-Force Logistics Ltd office by **09.00** on the Monday following the week worked. Failure to hand in your fully completed time sheet before this deadline will result in late payments.