TIMESHEET

1st Floor Office,
602A Chigwell Road,
Woodford,
Essex IG8 8AA
Tel: 020 8506 1111
Fax: 020 8506 1114
E Mail: info@dlk-socialcare.co.uk
Web: www.dlk-socialcare.co.uk
Part of Danluker Limited

DLK SOCIALCARE
The best that we can be

Locum Name:

Job Title :

Locum Address:

Your pay slip will be posted to the address you have previously supplied to us. If you want your payslip to be sent elsewhere, please contact your recruitment consultant to request a "Change of Address Form" which you must complete, sign and fax to us on 020 8506 1114 Failure to complete this form will result in your payslip being posted to the address we have on file.

Organisation:

Department:

Organisation Address:

Post Code:

	Date	Start Time	Length of Break	Finish Time	Sleep In (Please tick)	Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Total Hours	
					Travel/Mileage	

It is a criminal offence to claim for hours that you have **not actually worked**. I confirm that the above is correct and I will reimburse DLK Social Care If I am overpaid as a result of any errors.

LOCUM SIGNATURE

LOCUM PRINT NAME

We confirm our agreement to the Terms& Conditions of Business, and the hours claimed are correct.

CLIENT SIGNATURE DATE

CLIENT PRINT NAME AND JOB TITLE