

AHL Resourcing Solutions



Employee Name:	Employee Number:	Week Ending (always Sunday):
Client:	Job title:	Site / Location:

Day	Position	Start ²	Finish	Break (mins)	Start	Finish	Total hours to be paid	Total hours on site ¹	Journey time ⁶
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total days this week ³ :					Total hours for week:				
Total days last week ⁴ :		Exceedence/Risk Assessment notification forms must be submitted with this timesheet where any of the restrictions in point 1 – 5 have been exceeded. Failure to do so could result in a delay in payment of wages.							
Total days in the last 2 weeks (14 day period) ⁵ :									

This timesheet is an authority to invoice. Please ensure that time and totals are correct before authorising.

Candidate Signature:	Print Name:	Date:
Client Signature:	Print Name:	Date:
Position:		

If you are employed in any other full or part-time work you MUST inform AHL Resourcing Solutions Ltd

1. MAXIMUM OF 12 HOURS IN ANY ONE SHIFT
2. MINIMUM REST BETWEEN SHIFTS NOT LESS THAN 12 HOURS
3. NOT MORE THAN 72 HOURS IN 7 CONSECUTIVE DAYS OR 10.25 HOURS PER DAY FOR 7 DAY WORKING
4. NOT MORE THAN 13 DAYS WORKING IN A 14 DAY PERIOD
5. NOT MORE THAN 23 WORKING DAYS IN TWO CONSECUTIVE 14 DAY PERIODS
6. THE TOTAL MUST INCLUDE TO AND FROM WORK JOURNEY TIMES, WHICH IS A MAXIMUM OF 1 (ONE) HOUR IN EACH DIRECTION (YOU WILL NOT BE PAID FOR THIS)

Please Return Completed Time Sheets to Accounts@ahlsolutions.co.uk by close of business on the following Monday, failure to do so could affect your Friday pay