



Email timesheets every Thursday by 10 am to **payroll@bytrixhospitality.co.uk** or post to: BRH, Fortis House, 160 London Rd, Barking IG11 8BB, United Kingdom.

For payroll enquiries, email **payroll@bytrixhospitality.co.uk** or contact - 02081451515.

\*Timesheets submitted 2 weeks after shift completion date may not be processed.

**SECTION 1** - Fill out the form in BLOCK CAPITALS. The top line is for the first name, the second line should have the surname, and the third line should have the client's name. For e.g., a nursing home.

**PLEASE COMPLETE AS APPROPRIATE IN BLOCK CAPITALS**

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Client Name \_\_\_\_\_

**SECTION 3** - Kindly ensure that your timesheet is completely filled out and emailed, or mailed or sent via Whatsapp to the office mobile by Monday 10am. Negligence may lead to a delay in your payment.

**AGENCY WORKER:**

I declare that the information I have provided on this document is accurate and complete and that the work hours stated on this timesheet have not been asserted anywhere else. I acknowledge that submitting misleading information will lead to employee misconduct, as well as the possibility of indictment and civil recovery proceedings. For the purpose of this claim and the inquiry, prevention, identification, and trial of duplicity/fraud, I agree to the disclosure of information from this form to and by any Bytrix Recruitment & Hospitality authorised entity.

**AUTHORISED BY: (SENIOR MEMBER OF STAFF)**

And I certify that the hours/shifts I am authorising are correct, and I approve of my payment. I recognize that deliberately providing false information may lead to disciplinary action, as well as the possibility of prosecution and civil recovery. I agree to the disclosure of this information to and by any Bytrix Recruitment & Hospitality authorised organisation for the purposes of verifying this claim and investigating, preventing, identifying, and prosecuting fraud. I have read and agree to Bytrix Recruitment & Hospitality's current terms of business. If the contract worker from Bytrix Recruitment & Hospitality is employed full-time or involved with any other organisation, the standard introductory charges will be levied.

Bytrix Recruitment & Hospitality, Fortis House, 160 London Rd, Barking IG11 8BB, United Kingdom. - Company No: 13612760

**SECTION 2** - Please mention your breaks when summing up your working hours & ensure you use the 24hr clock. Breaks will automatically be deducted if "NB" (no break) is not written in the breakdown column.

**\*\*\*Please note:**

**NO TIMESHEET, NO PAY.**

DAY	DATE	START	BREAK	FINISH	TOTAL HRS (EXCL. BREAKS)	REFERENCE NUMBER	DAILY SIGNATURE
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours (Excl. Breaks)</b>							

DAY	START	FINISH	TOTAL HRS	SIGNATURE
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Agreed Expenses (Attach Mileage form/receipts)</b>				

**ON CALL HOURS**

WORKER NAME: _____  ROLE: _____	SIGNATURE: _____  DATE: _____
MANAGER'S NAME: <small>(AUTHORISED SIGNATORY)</small> _____  POSITION: _____	SIGNATURE: _____  DATE: _____