



Employment Services Ltd

www.unique-employment.co.uk

OFFICE TEL NO's: HEAD OFFICE - 01582 420820
LUTON - 01582 725544 MILTON KEYNES - 01908 528885
PETERBOROUGH - 01733 511173 SPALDING - 01775 761126
WELLINGBOROUGH - 01933 225845
E-mail: payroll@unique-employment.co.uk

NAME OF DRIVER: NAME OF CLIENT:
 CATEGORY VEHICLE: REPORT TO:
 WEEK END. DATE: PURCHASE ORDER:

Day	Start time of shift	Finish time of shift	Breaks taken	Periods of Availability	Total Shift Time
Sun					
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					

OFFICE USE ONLY		
Hours	Pay	Charge

TOTAL WORKING TIME & POA - BREAKS = TOTAL SHIFT TIME

This chart must be completed for those undertaking night work and P.O.A's marked in mins or hours

TIME	0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
DAY																									
S																									
M																									
T																									
W																									
T																									
F																									
S																									

ADDITIONAL HOURS WORKED ELSEWHERE

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HOURS							
COMPANY							

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

- I declare I have accurately recorded my time in this timesheet for Unique Employment Services Ltd and elsewhere if applicable, during this week.
- 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 Unique Employment Services 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:

NAME:DATE: