



# MXP RECRUITMENT

## WEB TIME SHEET FOR DRIVERS

Temp Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

**Please Note:** Timesheets must be returned to the offices of MXP Recruitment no later than 12.00 midday every Monday

**BATH** Tel 01225 339955 • Fax 01225 335540  
**BRISTOL** Tel 01454 629609 • Fax 01454 629724  
**SWINDON** Tel 01793 526644 • Fax 01793 501681

Company Name												Total hours to be paid		
Day	Registration	Start Time	Finish Time	Total Shift	Total Break	Total PoA	Working Time	Sick	Hols	Night Out	Expenses			
Mon														
Tues														
Weds														
Thurs														
Fri														
Sat														
Sun														

**Worker Declaration 1:**

(Fraudulent recording is a criminal offence and may lead to legal action being taken against you)

1. I declare I have accurately recorded my time in this time sheet.
2. I declare I have not been engaged in any other work other than for MXP during this week.
3. I will notify the employment business immediately of any periods of work that constitute Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that MXP can maintain accurate records of my weekly Working Time.

Temp Signature \_\_\_\_\_

Date \_\_\_\_\_

**Worker Declaration 2:**

(Fraudulent recording is a criminal offence and may lead to legal action being taken against you)

1. I declare I have accurately recorded my time in this time sheet.
2. I declare I have been engaged in addition to work for MXP during 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.....can maintain an accurate record of my weekly Working Time.

Temp Signature \_\_\_\_\_

Date \_\_\_\_\_

Client Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Authorised signatory is deemed to have accepted hours payable as those that will be invoiced for**

**I have read, understood and agreed with the terms and conditions outlined on the back of the time sheet (web time sheet – page 2)**

**Please Tick Box**

**Please note** that if the box is not ticked and the web time sheet is submitted this may result in a delay in payment to the temp worker.

### **PERMANENT STAFF**

- 1.** Our fee for the introduction of permanent staff is the current percentage of annual salary. Your invoice will be subject to V.A.T at the standard rate.
- 2.** All fees are payable on commencement of employment.
- 3.** We preselect suitable qualified and/or experienced applicants in accordance with the clients needs.
- 4.** The client shall notify MXP Recruitment immediately if an applicant introduced by us is engaged and pay the fee due.
- 5.** The introductions by our company are confidential and are made individually to the client. The client therefore, is responsible for our fees if applicants are introduced by our client to other employers.
- 6.** Whilst we make every effort to assess the integrity of applicants, employers should satisfy themselves on these matters as we cannot be held responsible for loss, damage or delay.

### **TEMPORARY STAFF**

- 1.** The client is asked to satisfy himself as to the suitability of the temporary worker, within the first four hours of work, as within this period, if the temporary worker is found to be unsuitable, no charge for these four hours will be made.
- 2.** The worker supplied to the hirer is employed under a contract for service through the agency.
- 3.** All temporaries are thoroughly interviewed and tested.
- 4.** In all possible cases we take up references before we supply the temporary worker to a client.
- 5.** The client shall be responsible to pay the agency for the actual hours worked to a client.
- 6.** Charges are invoiced weekly and payable upon receipt of invoice, since the greater part of our charges are in respect of wages which the agency has already paid.
- 7.** The engagement by the client of a temporary worker, whether for a indefinite period on a permanent or temporary basis, will mean that the client becomes liable to pay an introduction fee as described under 'Permanent Staff'.
- 8.** The supervision direction and control of a temporary worker assigned to a client is the responsibility of the client for the duration of the booking.
- 9.** We always endeavour to maintain high standards in the temporary staff we supply. However, by reason of the element involved, we cannot accept liability for any loss, expense, damage or delay resultant from the use of temporary staff.