

# UK Timecard

KELLY SERVICES (UK) LIMITED

YOUR CURRENT ORDER NUMBER			YOUR NAME (Please print)										W/E SUNDAY									
	Branch Number	Job Number	YOUR NATIONAL INSURANCE NO.																			
	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN .	I agree the TOTAL STRAIGHT TIME and OVERTIME HOURS, as shown in the boxes on the right to be accurate.  CUSTOMER'S SIGNATURE  PRINT NAME  TITLE  DIV or DEPT.  COMPANY NAME								TOTAL HOURS WORKED						
	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.									Min.	Hrs.	Min.	Hrs.	Min.	STRAIGHT TIME	
TIME IN																					Hrs.	Min.
LUNCH OUT																						
LUNCH IN																					Overtime 1	
TIME OUT																					Hrs.	Min.
Total Str. Time																						
Total Overtime 1																					Overtime 2	
Total Overtime 2																					Hrs.	Min.
Total Overtime 3																					Overtime 3	
PURCHASE ORDER REF.																						

- BRANCH NUMBER** – A 4 digit number identifying the branch where you are registered.
- JOB NUMBER** – Your Kelly Consultant will give you a different job number for each new assignment.
- YOUR NAME** – Please print your full name, as registered with Kelly (no nicknames.)
- YOUR NATIONAL INSURANCE NUMBER.**
- W/E DATE** – Sunday's date at the end of the week in which you worked.
- HOURS COMPLETED** – All hours to be calculated to the nearest quarter hour. Always notify your Kelly Consultant when you are asked to work overtime. If there is more than one overtime rate to be paid use "Straight time" for normal rate. "Overtime 1" for the lowest overtime

rate. "Overtime 2" for the next rate and, exceptionally, "Overtime 3" for the highest rate. If in any doubt contact your local Kelly branch.

- CUSTOMER SIGNATURE** – Our customer approves your hours by signing this box, please ask the customer to print their name and title underneath. The company name that you worked for is to be completed either by yourself OR the customer.

## IMPORTANT NOTES

If you move, please notify your Consultant immediately.

Your timecard generates your pay and any errors or omissions could delay your pay, so ensure that your timecard is **COMPLETE** and **LEGIBLE**.

**Ensure this timecard is faxed to your branch by 9am on Monday.**