

**TIMESHEET FOR TEMPORARY WORKERS**

Deadline for timesheet is strictly by 10am on the Friday of each week worked.

Please scan in and email to payroll@clark.ie.

Name of Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week commencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | START TIME | Lunch | Finish Time | Total Hours  (less lunch period) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |
| TOTAL HOURS |  |  |  |  |  |

Candidate’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note to Clients**

By signing this form we the customer confirm that we have accepted the Terms of Business of Clark Recruitment. By signing this form we the customer certify the hours entered are a correct record of hours worked and any breaks have been deducted and Clark Recruitment have the authority to pay the worker and charge the client as per agreed hourly charges. We accept and confirm the terms to make payment within seven days of receiving the invoice.

**Note to Candidates**

You will need to register your employment with Clark prior to commencing  as the onus is on you as the employee to contact Revenue before commencing work, otherwise you will start on ‘Emergency Tax’ and remain on this status until Revenue is contacted by you. All employees our responsible for their own tax affairs and requesting their tax details from Revenue. Unless you have already done so, any new employee will need to be registered with Revenue via MyAccount. This can be done by logging into [www.revenue.ie](http://www.revenue.ie/) and selecting login to MyAccount. Once you are registered, you will have to select ‘Add Job or Pensions’ in PAYE Services to register your employment with Clark. You will be asked for Clark Recruitment Ltd tax registration which is as follows **9691597D**. All your tax details will then be available to Clark via ‘Revenue Payroll Notification’ which our Payroll Department will request on a weekly basis.

Payroll No: (for office use only)