



**Timesheet Deadline Each Monday 6 pm - Please complete this form in full ensuring it is signed by the client. Failure to do so will result in delays in salary payment. Please send to [nickr@asprotection.com](mailto:nickr@asprotection.com) or fax number 0207 022 1735.**

**Officers Name**

	<b>Date Week commencing:</b>		<b>Site:</b>			<b>Job reference:</b>	
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Date</b> (Example 01/01/2010)							
<b>Shift</b>	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)	<b>Time</b> (Please use 24hr Clock)
<b>Start Time</b>							
<b>Lunch Start</b>							
<b>Lunch Finish</b>							
<b>Finish Time</b>							
<b>Authorised Customer Signature</b>							

<i>Admin Use Only:</i> <b>TOTAL INVOICE HRS</b>							
<i>Admin Use Only:</i> <b>TOTAL PAYROLL HRS</b>							

<b>Admin Use Only: WEEK TOTAL INVOICE:</b>	
<b>Admin Use Only: WEEK TOTAL PAYROLL:</b>	

**In order to assist us with our quality control and to ensure that you get the best possible service, please fill in the table below;**

<b>Uniform</b>	<b>Timekeeping</b>	<b>Ability</b>	<b>Overall</b>
<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average
<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor

**Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Position: \_\_\_\_\_**

*I certify that the above hours have been worked to our satisfaction and confirm that payment should be made in accordance with your Terms & Conditions.*

- Timesheets must be completed in Black or Blue Ink. Days not worked must be completed as "RDO". HOLIDAYS must be clearly marked as HOL.
- Payroll dates run from 26th to 25th of each month. Timesheets up to and including 25th must reach Admin no later than midday on 26th.
- Timesheets must be signed off by both Client Manager (not ASP staff) and Employee before they can be processed. Unsigned Timesheets will not be processed.
- Officers are individually responsible for completing Timesheets and, if appropriate, obtaining correct Client Manager signatures. Check with your ASP Manager for site specific instructions.
- Officers must use a separate Timesheet for different duties, i.e. Security on one Timesheet and Events on another. DO NOT MIX DUTIES
- Once completed and signed Timesheets are to be sent to Admin by 6pm Monday on a weekly basis. Timesheets must not be late, late receipt of timesheets may result in you not being paid on time.
- Falsification of Timesheets is a disciplinary offence and may result in instant dismissal.