



Ascent Care Ltd

Main Office: Unit 2A Sadd's Yard, Skelmersdale Road, Clacton-on-Sea, Essex CO15 6BP.

Tel: 01255434347/07508238148. **email:** payroll@ascent-care.com www.ascent-care.com

Please complete and return or email Timesheet by 12.00 noon on Monday to Complete a new Timesheet for each client/service, and ensure it is signed by them or their authorised representative.

Name: Job title:

Client: Address:

Day	Date	Start Time	Finish Time	Break	Paid Hours	Client/ Authorised Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

I confirm that above-named member of Ascent Care Ltd worked the hours stated above and we agree to pay in accordance with your terms of business. We understand that if we engage the applicant permanently, we will pay you your introduction fee for permanent staff.

Authorised by: Name:

Position held: Date:

Declaration: I declare that the information I have given on this timesheet is correct and complete and that I have not claimed elsewhere for the hours/days detailed on this timesheet. I understand that any false information may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I know it is my responsibility to request an induction on the first day of a placement.

Name: Signature: Date: