



Est. 1989

Incorporated in the Bedford Secretarial Studio Group

BSS TRAINING

BUSINESS CENTRE

PREMIER ASSOCIATES SPECIALIST AUTOMOTIVE RECRUITMENT

For Office Use Only

TEMPORARY EMPLOYEES DETAILS

TIME SHEET

Employees Name:	
Position:	
Week Commencing:	

RECORD OF HOURS WORKED

Day	Hours Worked AM	Hours Worked PM	Total Hours Worked	Authorised Signature
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Weekly Hours				

EMPLOYERS DETAILS

Company Name: _____

Address: _____

Telephone: _____ Contact Name: _____

IMPORTANT: The deadline for Time Sheets is 5.30 pm on Monday at the very latest. Timesheets received after this point will miss the pay run, delaying wages. BSS Recruitment takes no responsibility for late timesheets.

Victoria House, 70a Tavistock Street, Bedford, MK40 2RP
 Tel: 01234 271660 (3 lines) – Fax: 01234 271820 – Mobile: 07841 136788 (Emergency Contact)
 Website: www.bssrecruitment.com - E-mail: jobs@bssrecruitment.com

(EL) These details have been interpreted as correctly as possible and every effort is made to keep current information available updated. Premier Associates/BSS Recruitment Exclude Liability should any part of this description be misleading, not up to date, or out of date.

BSS RECRUITMENT / PREMIER ASSOCIATES
70A Tavistock Street, Bedford, MK40 2RP
The Temporary Workers Terms and Conditions

These terms govern the employment of the Temporary Worker's services with BSS Recruitment or Premier Associates hereafter stated as BSS/PA and are deemed to be accepted by the Temporary Worker by virtue of engagement of the Temporary Worker.

No variation of these terms shall be valid unless approved by BSS/PA in writing.

Wages – The Temporary Worker agrees that wages are paid at an agreed hourly rate which is discussed with BSS/PA and the Temporary Worker as notified at the commencement of any Assignment. Charges are calculated according to the number of hours worked to the nearest 5 minutes and are payable weekly in arrears on submission of a signed time-sheet.

Time-Sheets – At the end of each week of an Assignment the Temporary Worker shall submit a timesheet duly signed by a representative of the Client in charge of the Assignment to BSS/PA to verify the hours worked by the Temporary Worker during that week. Signature of time sheet indicates satisfaction with the services provided and confirmation of hours worked. Failure to submit a signed time-sheet within the specified period may delay the payment of wages.

BSS/PA assumes responsibility for the payment of the Temporary Worker and the deduction and payment of NI and PAYE Income Tax applicable, the deduction of cost of transport provided by BSS/PA where appropriate and the payment of Annual Leave subject to UK Working Time Regulations 1998.

LIABILITY

BSS/PA is not liable for any loss, expense, damage or delay arising from providing temporary work to the worker, or from negligence, dishonesty, lack of skill or misconduct of the Temporary Worker. BSS/PA does not exclude liability for death or personal injury arising from its own negligence.

Temporary Worker's are engaged by the Employment Business under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision, direction and control of the Client immediately the Temporary Worker reports to take up their duties and for the duration of the Assignment. The Temporary Worker agrees to behave responsibly, reasonably and respectfully at all times whilst on the clients premises. The Temporary Worker will also comply in all respects with all statutes, including Working Time Regulations, by laws, Codes of Practice and legal requirements to which BSS/PA is subject and to which the Client is subject in respect of its own staff. Insurance for the Temporary Worker whilst on the Assignment/Clients premises is covered by the Clients Employer's and Public Liability Insurance. The Client shall advise BSS/PA of any special Health & Safety requirements. The Client and Temporary Worker will assist BSS/PA to comply with the Working Time Regulations and notify BSS/PA previous to the commencement of that week should the Temporary Worker be required to work in excess of 48 hours. BSS/PA without exception do not accept any costs, claims or liabilities incurred by the Temporary Worker arising out of any Assignment and/or as a result of breach of these Terms & Conditions by the Temporary Worker.

HEALTH & SAFETY

(Health and Safety Act 1974)

The Temporary Worker must at all times follow the appropriate Health and Safety instructions on site at the Assignment which may include safety clothing and safety boots etc. The Temporary Worker at all times must comply with the Health & Safety at Work Regulations 1992.

TERMINATION

BSS/PA reserves the right to terminate the service of the Temporary Worker for poor timekeeping, non attendance, unsatisfactory work or any incident that may jeopardise BSS/PA Client relationship. The Client may terminate the Assignment directly with the Temporary Worker or by instructing BSS/PA to remove the Temporary Worker. BSS/PA may in some circumstances reduce or cancel the hourly rate provided the Assignment terminates within 4 hours of the Temporary Worker commencing. Either the Client, Temporary Worker or BSS /PA may terminate an Assignment at any time without prior notice or liability.