



# Timesheet & Feedback

Agency Worker:.....

Name of Client:.....

Week Ending:.....

Comments on Workers Conducts

.....  
 .....

Excellent       Good       Poor

	Date	Start Time	Break Taken	Finish Time	1-2-1 Y/N	Total Hours	Authorised Signature
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Email: [payroll@jithealthcare.co.uk](mailto:payroll@jithealthcare.co.uk)      Deadline: **MONDAY BY 9AM**

# Terms of Business

Condensed Terms – full terms available online at [www.jithealthcare.co.uk/terms](http://www.jithealthcare.co.uk/terms) or at request from the office. Terms of Justintime Healthcare Services Limited 01274 214 850.

If a Client wishes to engage a Temporary Worker introduced to them by the Company, the Client can, by prior agreement with the Company and from an agreed date, hire the Temporary Worker for a period of 16 weeks at a minimum of 40 hours a week at the agreed hourly charge rate. At the end of the 16 week period, the Temporary Worker will transfer to the employment of the Client without charge. The Company must be notified immediately by the Client when they engage a Temporary Worker introduced through our services.

The engagement of a Temporary Worker or former Temporary Worker by a Client within the period of 12 months from the termination of any temporary assignment without prior written agreement from the such Temporary Worker or former Temporary Worker to other employers including other employment agencies, with a resulting engagement renders the original Client liable for the payment of a Recruitment hours in a normal week, multiplied by 52 to represent the weeks of the year. This is the total anticipated annual salary and will form the basis of the fee. A fee of 15% of the annual salary is chargeable. A minimum fee of £2500 for care assistants and £4000 for Nurses will apply in all cases if the Company's permission to employ in this situation was not sought.

The Client agrees to pay the fees, as agreed with the Company, at the hourly or daily charge rate advised at the time of booking. Any other special terms agreed,

will be confirmed separately in writing. The Client is responsible for verifying the hours worked by the Temporary Worker by signing a timesheet. In the event that the Client is unable to sign the timesheet, then a representative of their choice must be appointed. The responsibility for this lies with the Client. The company reserves the right to charge for extra time worked by the member of staff if confirmed by the Client on the time sheet. In the event that the length of the booking time is reduced, whilst the temporary worker is on the Client's premises for any reason, the full period of the booking will be charged. Cancellation of any booking within 4 hours of the start time will be subject to the full invoice value of the hours booked. Payment terms are 30 days from date of invoice.

Temporary Workers provided by the Company are provided under Contracts for Services not Contracts of Service and are deemed to be under the control and direction of the Client from the time the Temporary Worker reports to take up duties for the duration of the assignment. The Client agrees to be responsible for all acts, error and omissions be they wilful, negligent or otherwise as though the worker was on the payroll of the Client, and will in all respects comply with statutes, bye-laws and legal requirements - including insurance and professional indemnity - to which they are originally subject payment of wages, deductions and payment of all statutory contributions in respect of NIC and the administration of Income Tax applicable as applied by law, as this responsibility is assumed by the Company.

By signing this timesheet you agree to fulfil the companies Terms & Conditions.