



## Time Sheet

WEEK ENDING SUNDAY: \_\_\_\_\_

TEMP'S NAME: \_\_\_\_\_

CLIENT NAME/ LOCATION: \_\_\_\_\_

Day	Date	Time in	Breaks	Time Out	Hours Worked	Authorising Name	Authorising Signature
MON							
TUE							
WED							
THURS							
FRI							
SAT							
SUN							
					Total Hrs.	Number of Sleeps	
						1 2 3 4 5 6 7	

Signature of the time sheet by the Client constitutes acceptance of Joscocare's Terms and Conditions of Business (found on the reverse of this timesheet), it confirms that the Temporary Worker's services have been provided for the hours indicated on the time sheet. If dissatisfied with the Temporary Worker's services, please notify Joscocare in writing, setting out the reasons, why the services have been unsatisfactory.

**ONLY TO BE COMPLETED BY A COMPANY REPRESENTATIVE PLEASE RETAIN ONE COPY FOR YOUR COMPANY RECORDS AND PROVIDE ONE COPY TO THE TEMPORARY WORKER.**

Temporary Workers must fill in and return this timesheet to the office no later than MONDAY of each week to ensure payment on Friday designated for that period. Temporary workers are solely responsible for processing their timesheets each week.

### Client Comments

Worker Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Date: \_\_\_\_\_

## TERMS & CONDITIONS OF BUSINESS

Josococare Limited T/A Josococare ('the Company') is an Employment Business for the provision of Qualified Nurses, Care Assistants and Support Workers (hereinafter called 'Temporary Workers').

The Company shall require the Client to sign full Terms of Business for the supply of Temporary Workers (whether for a permanent position, temporary assignment or as part of a bank of staff) by the Company to the Client. The Terms of Business are deemed to be accepted by and binding on the Client by virtue of its request for an interview with a Temporary Worker or a representative of the Company or subsequent engagement (this term includes employment or use under a Contract for Service) of a permanent or Temporary Worker introduced by the Company. To the extent that there is any conflict between the Terms and Conditions set out here and the Terms of Business between the Company and the Client, the Terms of Business shall prevail.

Temporary Workers supplied by the Company under the Terms of Business are engaged under contracts for services. They are not employees of the Company but are deemed to be under the supervision and direction of the Client from the time they report to take up duties and for the duration of the engagement. Either the Company or the Temporary Worker may terminate an assignment at any time. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether willful, negligent or otherwise as though the Temporary Worker was on the payroll of the Client. Under a contract for services, a Temporary Worker has the right not to be discriminated against on any grounds of race, religion, age or gender, and the right to a safe place of work.

The Client will in all respects comply with statutes, by-laws and legal requirements - including insurance and professional indemnity - to which they are originally subject in respect of their own staff, but excluding the responsibility for 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. The Company will make reasonable efforts to give satisfaction to the Client by ensuring reasonable standards of skill, integrity and reliability from the Temporary Worker, however, no liability will be accepted by the Company for loss, damage, expense or delay arising from failure to provide a Temporary Worker for all or part of the booking, or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker or if the Temporary Worker terminates the assignment for any reason.

The Client undertakes to supervise the Temporary Worker sufficiently to ensure their own satisfaction with reasonable standards of workmanship. If the Client reasonably considers that the services of a Temporary Worker are unsatisfactory, the Client should notify the Company in writing and set out the grounds for its dissatisfaction with the Temporary Worker. The Client may then terminate the assignment. In such circumstances, the Company may reduce or cancel the charge for the time worked by the Temporary Worker, in accordance with the full Terms of Business.

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 time sheet.

### ENGAGEMENT OF A TEMPORARY WORKER BY THE CLIENT

If a Client wishes to engage a Temporary Worker introduced to them by the Company, the Client should give the Company 4 weeks' notice in writing of the request. The Company may then agree for the Client to hire the Temporary Worker for an additional period of 14 weeks. At the end of the 14 week period, the Temporary Worker will transfer to the employment of the Client without charge. During such 14 weeks, the Client will hire the Temporary Worker for a minimum of 40 hours a week at the agreed hourly charge rate.

The Company must be notified immediately by the Client when they engage a Temporary Worker introduced through our services.

If the Client engages a Temporary Worker provided to the Client by the Company without following the notice requirements above and/or without the prior authorisation of the Company, or the introduction of such Temporary Worker or former Temporary Worker to other employers including other employment agencies, results in an engagement, a Transfer Fee will be payable by the Client to the Company. The Transfer Fee will be 15% of the remuneration paid to the Temporary Worker in the 12 months following the engagement, such remuneration calculated in accordance with the full Terms of Business. If this amount is unknown, the fee will be fixed at £2500.

The Company may, at its absolute discretion, reduce the Transfer Fee if the Temporary Worker is engaged for a fixed term of less than 12 months, if the Client extends the fixed term beyond 12 months, or if the Client re-engages the Temporary Worker within 12 months of the engagement, the Transfer Fee will be payable in full. Full Terms and Conditions can be found in the Terms of Business.

Josococare Limited

Company No:8794729

www.josococare.co.uk

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