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Sabaoth Care Ltd
 Demonstrating Quality & Value

TIME SHEET

Employee note: It is your responsibility to ensure your timesheet has been received by Sabaoth Care Ltd (SCL). Please email this form to **wages@sabaothcare.com** Timesheets received after 12 noon on Monday may not be included in payroll that week. Please ensure that this form is completed in full and that any alterations are countersigned.

Employee Name: Grade:

Client: Week Ending:

Day	Date	Start Time	End Time	Break	Total Hours	Ward	Authorising Name (PRINT)	Signature	Position
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Weekly Total									

Employee Declaration

I confirm that the hours recorded above are true and correct. I understand that if any false information is given it will result in my wages not being processed accordingly and I acknowledge and accept that all necessary steps will be taken by Sabaoth Care Ltd to retrieve any monies I owe.

Employee Signature: Date:

Agency Workers Please Note:

Only the top copy of this timesheet will be processed. faxed copies will not be accepted. Use a separate sheet for a different client or for a different ward. Different shifts for the same ward may be placed on the same timesheet. Use a ballpoint pen and write clearly and legibly. Illegible or partially completed timesheets will be returned to you for clarification. This may result in a delay in your pay being processed.

All Clients Please Note:

Signature of the timesheet by the Client constitutes acceptance of Sabaoth Care Ltd Terms & Conditions (found on the reverse of this timesheet). Particular attention should be given to the introduction of Agency Workers, the fees payable and the process to be followed. Signature of the timesheet also confirms that the Agency Worker's services have been provided for the hours indicated on the time sheet and that such services have been satisfactory.

White Copy - To Sabaoth Care Ltd.

Yellow Copy - To Client

Pink Copy - To Agency Worker

TERMS AND CONDITIONS OF BUSINESS

Sabaoth Care Limited is an Employment Business for the provision of Qualified Nurses, Care Assistants and Support Workers (hereinafter called "Temporary Workers").

The following are the only terms and Conditions of Sabaoth Care Limited (hereinafter called the "Company")

All previous terms and Conditions of Business are superseded and these shall be deemed to be accepted by and binding on a customer of the Company (hereinafter called the "Client") for any Temporary Workers introduced to the Company and appointed by the Client whether it be for a permanent position or temporary assignment (this includes bank staff). These Terms and Conditions are deemed accepted by the Client by virtue of an interview with 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.

DEFINITIONS

Contract for Service: This is when there is no obligation for the Company to provide work and no obligation for the Temporary Worker to accept work. Either party may terminate an assignment at any time. No contract for service exists between assignments, there is no disciplinary or grievance procedure and it is expressly stated that the Contract for Service does not constitute a Contract of Employment. This Contract applies to all Temporary Workers supplied by the Company. Under a Contract for Service 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.

Temporary Workers provided by the Company are provided under Contracts for Services not Contacts 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 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 makes every effort to give satisfaction to the Client by ensuring reasonable standards of skill, integrity and reliability through checking references, 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.

The Client undertakes to supervise the Temporary Worker sufficiently to ensure their own satisfaction with reasonable standards of workmanship. If the service of a Temporary Worker proves to be unsatisfactory, the Company may reduce or cancel the charge for the time worked by the Temporary Worker, provided that the Temporary Worker leaves the assignment immediately and that notification is received within 1 hour of the worker commencing duties. Confirmation of this telephone notification should be sent immediately by facsimile or in writing by recorded post within 48 hours.

The Client agrees to pay 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. In the event that the Client is unable to sign the time sheet, 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.

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 can, prior agreement with the Company and from an agreed date, hire the Temporary Worker for a period of 14 weeks at a minimum of 40 hours a week at the agreed hourly charge rate. At the end of the 14 week period, the Temporary Worker will transfer to the employment or engagement of the Client without charge. This is known as the extended period of hire.

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 Company, whether a definite or an Indefinite period on any basis whatsoever, or the introduction of such Temporary Worker or former Temporary Worker to other employers or organisations including other employment agencies, with a resulting engagement renders the original Client liable for the payment of a Recruitment Fee. The fee will be calculated as follows; 15% of the annual salary. A minimum fee of £2500 will apply in all cases or if the information is not provided for a suitable calculation to be made.

This is a condensed overview of important areas of the company's terms of business. They are not exhaustive and signature of the timesheet agrees to the full terms. Full terms are available at request by the Client to the company at any time. The Client will have received a copy of these terms of business prior to any engagement of temporary workers.