



Please ensure that all timesheets are submitted to Matrix by email by close of business every Friday to ensure payment in the following week's payroll.

EMAIL: payroll@matrixrecruitment.ie

WEEKLY TIMESHEET

Your Name:		Temp Position:		Comments:
Company Name:		Date:		
Your Consultant:		Week Ending:		

	Start	Finish	Lunch	Basic Hours	Time & Half	Double Time	Sick Leave	Annual Leave	Public Holidays	Total Hours
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										

TEMPORARY CONTRACTOR:

Total addition of hours: _____

Print Name: _____

Date: _____

Signature: _____

I hereby confirm that the hours entered on my timesheet are true and accurate and that all necessary breaks and rest periods have been taken.

AUTHORISING SUPERVISOR:

Print Name: _____

Date: _____

Supervisor Signature: _____

I hereby confirm that the I authorise payment for the hours entered above and that all necessary breaks and rest periods have been taken by the temporary contractor.



The Timesheet will be included in the Matrix Temporary Payroll under the following terms and conditions:

- 1 Matrix Temporary Payroll is processed based on the timesheet submitted to Matrix by the temporary contractor.
- 2 Only timesheets completed in full, submitted on time and approved by the supervisor will be included in the payroll.
- 3 It is the responsibility of the Temporary Contractor to complete the timesheet correctly, to have the timesheet approved by their supervisor and to submit the timesheet to Matrix on time.
- 4 It is the responsibility of the Supervisor to ensure the contents of the timesheet are correct and to approve the timesheet for payment.
- 5 Matrix cannot take any responsibility for errors on or omissions from the timesheet.
- 6 Matrix will apply the Certificate of Tax Credits and Cut-Off points as issued by Revenue.
- 7 It is the responsibility of the Temporary Contractor to ensure that all relevant and necessary information has been provided to Revenue to enable correct tax credits and cut-off points to be issued.
- 8 Payment will be made based on the timesheet submitted and the Client will be invoiced based on the timesheet submitted
- 9 Subsequent amendments to the timesheet will be processed in the following payroll (provided the amendments are approved by the authorised supervisor)
- 10 Payroll is processed on a week-in-hand basis and net payroll due is paid on the Friday of the following week.
- 11 Payment of the net payroll due is made by bank transfer
- 12 Payslips will be issued to the Temporary Contractor by email following completion of the Temporary Payroll.

If you have any queries on completing a timesheet, please send an email to the Payroll team. Thank-you.