

# D&A Recruitment -Timesheet



To ensure payment this week this timesheet must be submitted by 23.59 Sunday  
 Email to payroll@da-rec.co.uk

Name

**One Time Sheet Per Client**

W/E Date  Client  Location

Driving Only

Date	Start time	End time	Breaks	Total Hours	Vehicle reg	POA	Nights Out	POA Adj	Client Signature / Comments
Sun: _____									
Mon: _____									
Tues: _____									
Wed: _____									
Thurs: _____									
Fri: _____									
Sat: _____									
		Totals							

<b>Expenses</b>	
Night Out	<input type="text"/>
Tolls	<input type="text"/>
Phone	<input type="text"/>
Others (please provide detail)	

**Mobile Worker Declaration A**  
 I confirm that I have complied with EU Drivers' Hours and Tachograph Regulations that apply in parallel with the Road Transport (Working Time) Regulations, retained the current day and the previous 28 calendar days' charts and /or digital records and I have returned the previous records to the relevant clients.

Name \_\_\_\_\_

Signed \_\_\_\_\_

**Mobile/Non-Mobile Worker Declaration B**  
 In order to comply with the provisions of the Road Transport (Working Time) Regulations 2005 or the Working Time Regulations I confirm

**A)** I have not completed any work for other employers this week.  
**B)** I have completed the following work this week for employers other than D & A Recruitment Ltd  
**C) (i) Mobile** I will not work more than 48-hours' average in each Reference Period and I will not work more than 60-hours' in any single week  
**C) (ii) Non-Mobile** I will not work more than 48 hrs/wk if not opted out

Name of Employer \_\_\_\_\_

Number of Hours \_\_\_\_\_ PoA \_\_\_\_\_

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

By signing this timesheet I confirm that I am authorised to sign timesheets and hours worked, I accept that the hours are correct and I acknowledge D & A Recruitment Ltd terms of business available on [www.da-rec.co.uk](http://www.da-rec.co.uk)

Client Signature: \_\_\_\_\_

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

I understand that my details will be held in confidence by the company for historical heavy vehicle checks/ in line with fleet management and BRC requirements in compliance with data protection act and general data protection regulations ( GDPR 2018)