



HQ: ANGEL HOUSE, 2-4 UNION STREET, LONDON, SE1 1SZ

BRANCH:

TIMESHEET No.

Wage Queries Mon, Thurs & Fri ONLY

Tel : 020 7940 2011 | Fax : 020 7940 2018

Email: invoicing1@angelhr.org | www.angelhr.org



TEMPORARY WORKER please ensure your completed, signed timesheet is returned to your local Angel branch by 12 o'clock Monday to avoid delay in your pay.

CLIENT Contact Name _____

CLIENT Co Name & Address _____

Booking Ref/PO No. _____

Angel TEMP Name _____ PAY CODE _____ AWR

Week Commencing	MON	TUES	WED	THURS	FRI	SAT	SUN	OFFICE USE ONLY
								O/R
Time Started								T No. 1
Time Finished								C No. 2
Lunch/Free Time								TOTAL HOURS OFFICE USE ONLY 3
Total Daily Hours								4
Client Daily Signature								5
OFFICE USE ONLY	MIN	MIN	MIN	MIN	MIN	MIN	MIN	6

CLIENT please fill in ALL boxes OR cross through ALL boxes for ANY days not worked. Please ensure you have completed (Lunch/Free Time). You are charged and Angel Temp is paid according to your entries. Retain second copy: give remaining copies to Angel Temp. Wages are not paid without them. Please see our terms overleaf.

CLIENT comment

CLIENT signature

Please note that your signature is taken as acceptance of our terms

CLIENT position

Angel temp signature



HQ: ANGEL HOUSE, 2-4 UNION STREET, LONDON, SE1 1SZ

BRANCH:

TIMESHEET No.

Wage Queries Mon, Thurs & Fri ONLY

Tel : 020 7940 2011 | Fax : 020 7940 2018

Email: invoicing1@angelhr.org | www.angelhr.org



TEMPORARY WORKER please ensure your completed, signed timesheet is returned to your local Angel branch by 12 o'clock Monday to avoid delay in your pay.

CLIENT Contact Name _____

CLIENT Co Name & Address _____

Booking Ref/PO No. _____

Angel TEMP Name _____ PAY CODE _____ AWR

Week Commencing	MON	TUES	WED	THURS	FRI	SAT	SUN	OFFICE USE ONLY
								OR
Time Started								T No. 1
Time Finished								C No. 2
Lunch/Free Time								TOTAL HOURS OFFICE USE ONLY 3
Total Daily Hours								4
Client Daily Signature								5
OFFICE USE ONLY	MIN	MIN	MIN	MIN	MIN	MIN	MIN	6

CLIENT please fill in ALL boxes OR cross through ALL boxes for ANY days not worked. Please ensure you have completed (Lunch/Free Time). You are charged and Angel Temp is paid according to your entries. Retain second copy: give remaining copies to Angel Temp. Wages are not paid without them. Please see our terms overleaf.

CLIENT comment

CLIENT signature

Please note that your signature is taken as acceptance of our terms

CLIENT position

Angel temp signature



HQ: ANGEL HOUSE, 2-4 UNION STREET, LONDON, SE1 1SZ

BRANCH:

TIMESHEET No.

Wage Queries Mon, Thurs & Fri ONLY

Tel : 020 7940 2011 | Fax : 020 7940 2018

Email: invoicing1@angelhr.org | www.angelhr.org



TEMPORARY WORKER please ensure your completed, signed timesheet is returned to your local Angel branch by 12 o'clock Monday to avoid delay in your pay.

CLIENT Contact Name _____

CLIENT Co Name & Address _____

Booking Ref/PO No. _____

Angel TEMP Name _____ PAY CODE _____ AWR

Week Commencing	MON	TUES	WED	THURS	FRI	SAT	SUN	OFFICE USE ONLY
								<input type="checkbox"/> OFFICE USE ONLY
Time Started								T No. 1
Time Finished								C No. 2
Lunch/Free Time								TOTAL HOURS OFFICE USE ONLY 3
Total Daily Hours								4
Client Daily Signature								5
OFFICE USE ONLY	MIN	MIN	MIN	MIN	MIN	MIN	MIN	6

CLIENT please fill in ALL boxes OR cross through ALL boxes for ANY days not worked. Please ensure you have completed **(Lunch/Free Time)**. You are charged and Angel Temp is paid according to your entries. Retain second copy: give remaining copies to Angel Temp. Wages are not paid without them. Please see our terms overleaf.

CLIENT comment

CLIENT signature

Please note that your signature is taken as acceptance of our terms

CLIENT position

Angel temp signature

KEY HIGHLIGHTS OF THE TERMS OF BUSINESS WITH A HIRER FOR THE SUPPLY OF AGENCY WORKERS

1. **THE CONTRACT**
- 1.1 These Terms constitute the entire agreement between the Employment Business and the Hirer for the supply of the Agency Worker's services by the Employment Business to the Hirer and are deemed to be accepted by the Hirer by virtue of its request for, interview with or Engagement of the Agency Worker, or the passing of any information by the Hirer about an Agency Worker to any third party following an Introduction.
- 1.2 Unless otherwise agreed in writing by a director of the Employment Business, these Terms shall prevail over any terms of business or purchase conditions (or similar) put forward by the Hirer.
- 1.3 Subject to clause 6.2, no variation or alteration to these Terms shall be valid unless the details of such variation are agreed between a director of the Employment Business and the Hirer and are set out in writing and a copy of the varied Terms is given to the Hirer stating the date on or after which such varied Terms shall apply.
- 1.4 The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973 or in the Employment (Miscellaneous Provisions) (Northern Ireland) Order 1981) (as amended) when Introducing Agency Workers for Assignments with the Hirer.
2. **HIRER OBLIGATIONS**
- 2.1 To enable the Employment Business to comply with its obligations under the Conduct Regulations the Hirer undertakes to provide to the Employment Business details of the position which the Hirer seeks to fill, including the following:
 - 2.1.1 the type of work that the Agency Worker would be required to do;
 - 2.1.2 the location and hours of work;
 - 2.1.3 the experience, training, qualifications and any authorisation which the Hirer considers necessary or which are required by law or any professional body for the Agency Worker to possess in order to work in the position;
 - 2.1.4 any risks to health or safety known to the Hirer and what steps the Hirer has taken to prevent or control such risks;
 - 2.1.5 the date the Hirer requires the Agency Worker to commence the Assignment; and
 - 2.1.6 the duration or likely duration of the Assignment.
- 2.2 The Hirer will assist the Employment Business in complying with the Employment Business's duties under the WTR by supplying any relevant information about the Assignment requested by the Employment Business and the Hirer will not do anything to cause the Employment Business to be in breach of its obligations under these Regulations. If the Hirer requires the services of an Agency Worker for more than 48 hours in any week during the course of an Assignment, the Hirer must notify the Employment Business of this requirement before the commencement of the Assignment or at the very latest, where this is not reasonably practicable, before the commencement of the week in which the Hirer requires the Agency Worker to work in excess of 48 hours.
- 2.3 The Hirer will comply with its obligations under Regulation 12 (Rights of agency workers in relation to access to collective facilities and amenities) and 13 (Rights of agency workers in relation to access to employment) of the AWR.
- 2.4 To enable the Employment Business to comply with its obligations under the AWR, the Hirer undertakes in some or as possible prior to the commencement of each Assignment and during each Assignment (as appropriate) and at any time at the Employment Business's request:
 - 2.4.1 to inform the Employment Business of any Calendar Weeks in which the Agency Worker has worked in the same or a similar role with the Hirer via any third party prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment which count or may count towards the Qualifying Period;
 - 2.4.2. If the Agency Worker has worked in the same or a similar role with the Hirer via any third party prior to the date of commencement of the relevant Assignment and/or works in the same or a similar role with the Hirer via any third party during the relevant Assignment, to provide the Employment Business with all the details of such work which may count towards the Qualifying Period, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by the Employment Business;
 - 2.4.3. to inform the Employment Business if, the Agency Worker has prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with Regulation 9 of the AWR because s/he has:
 - 2.4.3.1. completed two or more assignments with the Hirer;
 - 2.4.3.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group;
 - 2.4.3.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role;
 - 2.4.4. save where the Agency Worker will not complete the Qualifying Period during the term of the Assignment, to provide the Employment Business with written details of the basic working and employment conditions the Agency Worker would be entitled to for doing the same job if the Agency Worker had been recruited directly by the Hirer as an employee or worker at the time the Qualifying Period commenced or with those of a Comparable Employee, such basic working and employment conditions being the Relevant Terms and Conditions;
 - 2.4.4.2. inform the Employment Business in writing whether the Relevant Terms and Conditions provided are those of a hypothetical directly recruited employee or worker or those of a Comparable Employee;
 - 2.4.4.3. if the Relevant Terms and Conditions provided are those of a Comparable Employee, provide the Employment Business with a written explanation of the basis on which the Hirer considers that the relevant individual is a Comparable Employee; and
 - 2.4.4.4. inform the Employment Business in writing of any variations in the Relevant Terms and Conditions made at any time during the relevant Assignment after the Qualifying Period commenced; and
 - 2.4.5. and save where the Agency Worker will not complete the Qualifying Period during the term of the Assignment, to provide the Employment Business with written details of its pay and benefits structures and appraisal processes and any variations of the same.
- 2.5. In addition, for the purpose of awarding any bonus to which the Agency Worker may be entitled under the AWR, the Hirer will:
 - 2.5.1. integrate the Agency Worker into its relevant performance appraisal system;
 - 2.5.2. assess the Agency Worker's performance;
 - 2.5.3. provide the Employment Business with copies of all documentation relating to any appraisal of the Agency Worker, including without limitation written details of the outcome of any appraisal and the amount of any bonus awarded; and
 - 2.5.4. provide the Employment Business with all other assistance the Employment Business may request in connection with the assessment of the Agency Worker's performance for the purpose of awarding any bonus.
- 2.6 The Hirer will comply with all the Employment Business's requests for information and any other requirements to enable the Employment Business to comply with the AWR.
- 2.7 The Hirer warrants that:
 - 2.7.1. all information and documentation supplied to the Employment Business in accordance with clauses 3.4, 3.5 and 3.6 is complete, accurate and up-to-date; and
 - 2.7.2. it will, during the term of the relevant Assignment, inform the Employment Business in writing of any subsequent change in any information or documentation provided in accordance with clauses 3.4, 3.5 and 3.6.
- 2.8. Without prejudice to clauses 14.7 and 14.8, the Hirer shall inform the Employment Business in writing of any:
 - 2.8.1. oral or written complaint the Agency Worker makes to the Hirer which is or may be a complaint connected with rights under the AWR; and
 - 2.8.2. written request for information received by the Hirer from the Agency Worker in connection with the AWR, if any were worked by the Agency Worker. Failure to sign the timesheet does not absolve the Hirer of its obligation to pay the Charges in respect of the hours worked.
- 2.8.3. and give such information and assistance as the Employment Business may request, and within any timeframe requested by the Employment Business, in order to resolve any such complaint or to provide any such information in a written statement to the Agency Worker within 28 days of the Hirer's receipt of such a request in accordance with Regulation 16 of the AWR and the Hirer will provide the Employment Business with a copy of any such written statement.
- 2.9. The Hirer undertakes that it knows or it would be detrimental to the interests of the Agency Worker for the Agency Worker to fill the Assignment.
3. **TIMESHEETS**
- 3.1. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less) the Hirer shall sign the Employment Business's timesheet verifying the number of hours worked by the Agency Worker during that week.
- 3.2. Signature of the timesheet by the Hirer is confirmation of the number of hours worked. If the Hirer is unable to sign a timesheet produced for authentication by the Agency Worker because the Hirer disputes the hours claimed, the Hirer shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to resolve the dispute.
- 3.3. The Hirer shall not be entitled to decline to sign a timesheet on the basis that it is dissatisfied with the work performed by the Agency Worker. In the event that the Hirer is dissatisfied with the Agency Worker the provisions of clause 10 below shall apply.
4. **CHARGES**
- 4.1. The Hirer agrees to pay the Charges as notified to and agreed with the Hirer. The Charges are calculated according to the number of hours worked by the Agency Worker and comprise the following:
 - 4.1.1. the Agency Worker's hourly rate of pay;
 - 4.1.2. an amount equal to any paid holiday leave to which the Agency Worker is entitled in connection with the WTR and, where applicable, the AWR and which is accrued during the course of an Assignment;
 - 4.1.3. any other amounts to which the Agency Worker is entitled under the AWR, where applicable;
 - 4.1.4. employers' National Insurance contributions;
 - 4.1.5. any travel, hotel or other expenses as may have been agreed with the Hirer or, if there is no such agreement, such expenses as are reasonable; and
 - 4.1.6. the Employment Business's commission, which is calculated as a percentage of the Agency Worker's hourly rate.
- 4.2. The Employment Business reserves the right to vary the Charges agreed with the Hirer, by giving written notice to the Hirer:
 - 4.2.1. in order to comply with any additional liability imposed by statute or other legal requirement or entitlement, including but not limited to the AWR, the WTR and the Pensions Act 2008; and/or
 - 4.2.2. if there is any variation in the Relevant Terms and Conditions.
- 4.3. The Employment Business will invoice the Charges to the Hirer on a weekly basis. The Hirer will pay the Charges within 30 days of the date of the invoice.
- 4.4. In addition to the Charges, the Hirer will pay the Employment Business an equal amount of any bonus that the Hirer awards to the Agency Worker in accordance with clause 3.5 immediately following any such award and the Employment Business will pay any such bonus to the Agency Worker. For the avoidance of doubt, the Hirer will also pay any employer's National Insurance Contributions and the Employment Business's commission on the bonus (calculated using the same percentage rate as that used under clause 6.1.6) in addition to any bonus payable to the Agency Worker.
- 4.5. VAT is payable at the applicable rate on the entirety of the Charges and all sums payable under clause 6.4.
- 4.6. The Employment Business reserves the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.
- 4.7. The Employment Business will not refund any of the Charges.
- 4.8. The Hirer's obligations under this clause 6 shall be performed without any right of the Hirer to invoke set-off, deductions, withholdings or other similar rights.
5. **PAYMENT OF THE AGENCY WORKER**
- 5.1. The Employment Business is responsible for paying the Agency Worker and where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Agency Worker pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003.
6. **TRANSFER FEES**
- 6.1. The Hirer shall be liable to pay a Transfer Fee if the Hirer Engages an Agency Worker Introduced by the Employment Business other than via the Employment Business or introduces the Agency Worker to a third party and such introduction results in an Engagement of the Agency Worker by the third party, other than via the Employment Business.
7. **LIABILITY**
- 7.1. Whilst reasonable efforts are made by the Employment Business to give satisfaction to the Hirer by ensuring reasonable standards of skill, integrity and reliability from the Agency Worker and to provide the same in accordance with the Assignment details as provided by the Hirer, no liability is accepted by the Employment Business for any loss, expense, damage or delay arising from any failure to provide any Agency Worker for all or part of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Agency Worker or if the Agency Worker terminates the Assignment for any reason. For the avoidance of doubt, the Employment Business does not exclude liability for any personal injury arising from its own negligence or for any other loss which it is not permitted to exclude under law.
- 7.2. Agency Workers supplied by the Employment Business pursuant to these Terms are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision and direction of the Hirer from the time they report to take up duties and for the duration of the Assignment. The Hirer agrees to be responsible for all acts, omissions of the Agency Worker, whether willful, negligent or otherwise as though the Agency Worker was on the payroll of the Hirer.
- 7.3. The Hirer shall advise the Employment Business of any disciplinary matters about the Agency Worker and any requirements imposed by law or by any professional body, which must be satisfied if the Agency Worker is to fill the Assignment.
- 7.4. The Hirer will also comply in all respects with all statutory provisions as are in force from time to time including, for the avoidance of doubt, but not limited to the WTR, Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 for the Health and Safety at Work (Northern Ireland) Order 1978 and the management of Health and Safety at Work (Northern Ireland) Regulations 2000) (as amended), by-laws, codes of practice and legal requirements to which the Hirer is ordinarily subject in respect of the Hirer's own staff (including the matters specifically mentioned in clause 7 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Agency Worker during all Assignments.
- 7.5. The Hirer undertakes not to request the Agency Worker to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed by a worker who has been transferred by the Hirer to perform the duties of a person on strike or taking official industrial action.
- 7.6. The Hirer shall indemnify and keep indemnified the Employment Business against any Losses incurred by the Employment Business arising out of any Assignment or arising out of any non-compliance with, and/or as a result of any breach of, these Terms by the Hirer.
- 7.7. The Hirer shall inform the Employment Business in writing of any AWR Claim which comes to the notice of the Hirer as soon as possible but no later than 7 calendar days from the day on which any AWR Claim comes to the notice of the Hirer.
- 7.8. If the Agency Worker brings, or threatens to bring, an AWR claim and give such information and assistance as the Employment Business may request, and within any timeframe requested by the Employment Business and at the Hirer's own cost, to avoid, dispute, resist, mitigate, compromise or defend any such AWR Claim and to appeal against any judgment given in respect thereof.