

Please Note: This communication is for informative purposes and may not affect you



Dear Candidate,

We have redesigned our timesheet, which you can use from now on. We've worked hard to make the new timesheet as clear and easy to complete as possible. This timesheet should be used wherever you are required to use a paper timesheet.

We are working on improvements to our payroll processing to ensure that you are paid promptly and accurately. Please make sure that you use this new timesheet and only this timesheet by the end of August this will help us with the improvements we are making to the payroll system. Please delete or destroy any previous versions you may have.

Please be aware that Your World will process hours worked in accordance with the start, end and break times captured for each day, and not the total hours written on the timesheets which can sometimes be incorrectly calculated. Please take care to calculate daily and weekly totals correctly so as to avoid any confusion or delay.

A clearly completed timesheet is essential for us to pay you promptly and accurately, thanks in advance for your help in this regard

Kind regards,

Your World Recruitment Group