



Talent Management - New Generation Recruitment

TIME SHEET FOR WEEK ENDING __/__/2011

TEMPORARY SERVICES TIMESHEET & INVOICE AUTHORISATION
PLEASE FAX TO (03) 5174 3301 BY 5PM FRIDAY

Surname: _____ First Name: _____
Client/Company: _____ Telephone: _____
Job performed: _____ Classification: _____

PLEASE ENTER START AND FINISH TIMES IN 15 MINUTE INCREMENTS

Table with 7 columns: DATE, START, END TIME, LUNCH TIME IN MINS, TOTAL HOURS, OVERTIME HOURS, OFFICE USE. Includes a sample row and rows for days of the week (MON-SAT) and a TOTAL HOURS row.

CASUAL/CONTRACTOR:

By signing this Time Sheet, I acknowledge the agreed terms and conditions signed by me apply. I have worked the hours stated above and no injuries were sustained or caused by me during this time.

Do you have any concerns or do you wish to advise of any changes to your current assignment?

Yes, please contact me No

Signature: X _____

CLIENT/SUPERVISOR

I have authority to approve the details above and by signing this Time Sheet I verify that the hours on this timesheet are correct and that the work carried out was to our satisfaction. I acknowledge that no injuries were occasioned or sustained by the casual/contractor during this time. I agree to the terms and conditions previously advised.

Do you have any concerns or do you wish to advise of any changes to this current assignment?

Yes, please contact me No

Signature of Supervisor: X _____

BLANK TIME SHEETS CAN BE DOWNLOADED FROM OUR WEBSITE www.recruitsolutions.com.au

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