

EAST COAST

HUMAN RESOURCE GROUP

TEMPORARY TIME SHEET

Please fax to us on 07 5443 7208 by 5.00pm each Thursday afternoon

EMPLOYEE'S NAME

POSITION FILLED.....

WILL THIS POSITION CONTINUE NEXT WEEK? YES NO

CLIENT COMPANY CONTACT PERSON

WORK TELEPHONE WORK FAX NO.....

DAY	DATE	TIME STARTED	TIME FINISHED	TIME OFF INCLUDING LUNCH	HOURS FOR DAY – EXCL. BREAKS		
					STANDARD	O/TIME	TOTAL
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
TOTAL HOURS FOR WEEK							

I have worked the above hours and no injuries were sustained.

EMPLOYEE SIGNATURE

I certify that the above hours (including overtime, if applicable) were worked to my satisfaction. I acknowledge that any hours worked in excess of 38 hours each week will be paid as overtime or will accrue as “time off in lieu” at ordinary time rates.

CLIENT SIGNATURE

IMPORTANT **A permanent placement fee is payable should a temporary be placed on your permanent staff within six months of the completion of the assignment (or a temporary fee if employed as a temporary) as per our Terms of Business.**