

## TEMPORARY TIME SHEET

Please fax to us on 07 5443 7208 or email: payroll@eastcoasthr.com.au  
by 5.00pm each Thursday afternoon

EMPLOYEE'S NAME: \_\_\_\_\_

POSITION FILLED: \_\_\_\_\_

WILL THIS POSITION CONTINUE NEXT WEEK?     YES             NO

CLIENT/COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CLIENT TELEPHONE: \_\_\_\_\_

| TIMESHEET<br>INFORMATION |      | EMPLOYEE HOURS |          |                |               |              |                          |
|--------------------------|------|----------------|----------|----------------|---------------|--------------|--------------------------|
|                          |      | HOURS WORKED   |          | MEAL BREAKS    |               |              | TOTAL<br>HOURS<br>WORKED |
| DAY                      | DATE | START TIME     | END TIME | LUNCH<br>BREAK | START<br>TIME | END TIME     |                          |
| MONDAY                   | / /  |                |          |                |               |              |                          |
| TUESDAY                  | / /  |                |          |                |               |              |                          |
| WEDNESDAY                | / /  |                |          |                |               |              |                          |
| THURSDAY                 | / /  |                |          |                |               |              |                          |
| FRIDAY                   | / /  |                |          |                |               |              |                          |
| SATURDAY                 | / /  |                |          |                |               |              |                          |
| SUNDAY                   | / /  |                |          |                |               |              |                          |
|                          |      |                |          |                |               | <b>TOTAL</b> |                          |

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

EMPLOYEE NAME: \_\_\_\_\_ 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 NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_