

timesheet

TEMPORARY'S NAME

Company _____
Address _____
Reporting to _____
Department _____

Date Worked	(D/M/YY)	Time Started	Time Finished	Less Meal Break	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL AUTHORISED HOURS WORKED FOR THE WEEK					

EMPLOYEE

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

EMPLOYEE SIGNATURE (optional) _____

Please select: My assignment is Continuing Completed

Note: Subject to timesheets being received by Exact by 10.00am Monday, wages will be paid by direct deposit to your bank account on the following Thursday of each week. Wages cannot be paid unless we are in possession of an authorised timesheet.

EMPLOYER

CLIENT AUTHORISATION

I verify that the hours listed are correct and that the work has been performed to my satisfaction. I understand that temporary staff are supplied in accordance with your Terms & Conditions with payment due seven (7) days from date of invoice. Should our organisation employ a temporary employee introduced by Exact Recruitment Services who is currently assigned, or within 12 months of completion of assignment, a permanent placement fee is payable in accordance with your Terms & Conditions.

CLIENT SIGNATURE

CLIENT NAME