

EMPLOYEE TIMESHEET



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The Park Business Centre 45 Ventnor Avenue WEST PERTH, Tel: 9429 8488

"Our Staff, Your Success"

Employee Name
& Number: _____

Client Name: _____

Week Ending: / /

Continuing: Yes / No

Day	Date	Start	Finish	Break	Daily Hours	Office Use Only	
						NORMAL	ADDITIONAL
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Weekly Hrs							

Additional Information/Allowances:

- * Please fax a completed and authorised (by the client) timesheet at the end of each day/week.
- * Authorised timesheet must be faxed/emailed to the First Point Recruitment Office by 9am Monday following your worked day or week ended on assignment.
- * Approval for additional hours must be sought from First Point Recruitment prior to commencement.
- * All claims for allowances must be entered on your timesheet. Any injuries sustained MUST BE REPORTED IMMEDIATELY
- * Only hours where you are usefully employed by First Point Recruitment will be paid.

Employee Signature & date:

I have worked the above hours and certify no injuries have been sustained.

Client Authorisation & date:

Confirmation of total hours worked and approval for payment.
Client signature includes acceptance of Terms of Business