

Timesheet for Temporary Staff



Please complete this timesheet and submit before **1pm each Friday** to;

Email: team@whipperrecruitment.com.au

Fax: 02 4962 4377

Week Commencing ____ / ____ / ____

Date	Start Time	Finish Time	Length of Meal Break	Total Hours Worked	GWR Use only						
					Norm	x 1.25	x 1.5	x 2	Meal 1	Meal 2	
Round up or down to the nearest 15 minutes											
Mon											
Tue											
Wed											
Thur											
Fri											
Sat											
Sun											
Total Hours											

If absent on any day please give details

Employee Name _____

Employee Signature _____

Company _____

Direct Line _____

Position _____

Continuing Yes No

Your wage will be deposited into your account the following Tuesday or, in the event of a public holiday the next business working day (unless notified otherwise)

Supervisors Name _____

Supervisors Signature _____

Comments

Please note: By signing this timesheet you are agreeing to our Terms and Conditions of Business