

TIME SHEET

(EMPLOYEE: PRINT YOUR NAME)

EASTSIDE PERSONNEL PTY LTD
 ABN 54 082 089 085
 Suite 902, Level 9
 3 Waverley Street, Bondi Junction NSW 2022
 Tel 02 9369 2166 Fax 02 9369 2893



Assignment Continuing Finishing Available

WEEK ENDING FRIDAY:

Date	Day	Time Started	Time Finished	Less Breaks	Total Hours
	Mon				
	Tues				
	Wed				
	Thurs				
	Fri				
	Sat				
	Sun				

REPORTING TO:

TOTAL HOURS (to nearest ¼ Hr) FOR WEEK

EMPLOYEE CERTIFICATION:

I have completed the hours noted. No injuries were sustained during the course of this assignment.

Office Use Only	
Normal Time	
Time + Half	
Double Time	
Allowances	

CLIENT AUTHORISATION:

I verify that the hours are correct and the work was performed to my satisfaction.

I understand that temporary staff are supplied in compliance with EastSide Personnel Pty Ltd Terms of Business.

Should we employ one of your temporaries currently assigned or within the following 6 months upon completion of assignment, a permanent placement fee is payable as per your Terms of Business.

Employee Signature

Note: Wages will not be paid until EastSide Personnel Pty Ltd. receives Time Sheet signed by both yourself and the client.

Client Signature: _____

Client Name: _____