

Timesheet

EMPLOYER DETAILS	
Surname	
First Name	
Position	
Signature	

CLIENT DETAILS	
Name	
Address	
Supervisor's Name	
Managers Signature	

Day	Date	Start time	Finish time	Lunch break	Normal hours	Time 1/2	Double time	Meal Allowance	Other Allowances
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL HOURS:									

Terms and conditions

1. Timesheets are the responsibility of the employee. Please sign and forward it to Status Recruitment no later than Monday 10am. Please feel free to call 02 8296 5858 to confirm receipt of your timesheet.
2. If you are unable to attend work or have problems with your assignment obligations, please contact Status Recruitment immediately.
3. As a Status Recruitment employee, you are not to seek employment on a direct basis from a Status Recruitment client.
4. Please contact Status Recruitment if the basis or term of your employment or contract varies from the initial specification.

Fax: 02 8296 5855.

Status
RECRUITMENT