

TIMESHEET - TEMPORARY STAFF

Name:	Job title:
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Client name:	Client contact:
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Week ending: Sunday

Hours Worked (please enter to the nearest ¼ hour)							
	DATE	START TIME	FINISH TIME	MEAL BREAKS	TOTAL	O'Time	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<input type="checkbox"/> Final Pay					TOTAL		

The minimum charge for temporary staff is 4 hours. Temporary staff are paid to the nearest 15 minutes. Meal breaks are not paid to Temporary staff, nor charged to the Client.

Temporary staff - Declaration: I have worked the hours as detailed above, and I understand that I am paid for only those hours I have worked.

Temporary staff signature: _____ **Date:** _____

Client Authorisation

Please sign this form to confirm that the above hours are correct, the work performance has been satisfactory, and payment is hereby authorised.

I agree that if the above named temporary staff member (either directly or indirectly) is employed as a permanent or temporary member of staff within six months from this date I will pay a placement fee based on standard fees to Your People Ltd.

I agree to the terms and conditions contained with this timesheet.

Authorised Client signature: _____ **Date:** _____

Client Name / Title: _____

Comments and notes: Any details of the assignment changed? Any questions?
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PLEASE SCAN & EMAIL COMPLETED FORM TO info@yourpeople.co.nz