



RECRUITMENT
RESOURCES

Temporary Division Timesheet
Suite 405, 51 Rawson St
Epping NSW 2121

Tel: 9804 0400
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Need a new Time Sheet? Download one from our website @ www.edgeresources.com.au

Client Company	<input type="text"/>	Temp First Name	<input type="text"/>
Client Address	<input type="text"/>	Temp Last Name	<input type="text"/>
Client Contact	<input type="text"/>	Temp Position	<input type="text"/>

DAY	DATE	START	FINISH	LESS LUNCH	TOTAL HOURS	OVERTIME AUTHORISATION
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

OVERTIME AUTHORISATION

Please initial in the column provided any hours which exceed 8 in any one day or over 38 hours per week. This will indicate your approval to pay overtime rates
ALL OVERTIME MUST BE AUTHORISED DAILY/WEEKLY

Total	Hrs	Mins
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CLIENT AUTHORISATION

I agree that the hours stated above are correct and the work performed in a satisfactory manner. Should we directly or indirectly employ an Edge Recruitment Resources temporary assigned currently or in the previous 12 Months a full permanent placement fee will be charged. Engagement of The above temporary will be deemed acceptance of our Terms of Business.

Assignment:

Continuing

Finishing

NB: A time sheet must be signed by both you and our client before wages can be processed for payment. Please return to our office by 10.00AM MONDAY.

EMPLOYEE CERTIFICATION

I agree that I have worked the above hours and no injuries were sustained.
ALL OVERTIME MUST BE AUTHORISED DAILY/WEEKLY

.....
CLIENT SIGNATURE

.....
TEMPORARY SIGNATURE