



Ph: 1300 800 301 Fax: 02 6680 8714 PO Box 537 Byron Bay NSW 2481



CLIENT	WEEK ENDING SUNDAY / /
PHONE NO.	EMPLOYEE NAME
CLIENT CONTACT	EMPLOYEE POSITION
ASSIGNMENT: Continuing Finishing (please circle)	EMPLOYEE SIGNATURE

DAY	DATE	SITE NAME	START TIME	FINISH TIME	LESS LUNCH	ALLOWANCES	JOB No.	DAILY SUPERVISOR INITIALS	HOURS WORKED			TOTAL HOURS
									ORD	X1.5	X2	
MON												
TUE												
WED												
THUR												
FRI												
SAT												
SUN												
TOTAL HOURS WORKED												

CLIENT SIGNATURE NAME:..... POSITION:..... <small>Approval includes verification of hours worked, authority to invoice and acceptance of Terms and Conditions of business detailed on reverse of timesheet.</small>	Supervisors please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future. <table style="width:100%; text-align: center;"> <tr> <td></td> <td>Excellent</td> <td>Good</td> <td>Average</td> <td>Poor</td> <td>Comments</td> </tr> <tr> <td>Skills</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Punctuality</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attitude</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Excellent	Good	Average	Poor	Comments	Skills						Punctuality						Attitude					
	Excellent	Good	Average	Poor	Comments																				
Skills																									
Punctuality																									
Attitude																									

**Timesheet must be signed & authorised by the client & returned to Spinifex Recruiting by Monday 10.00am
 FAX NO. 02 6680 8714 or EMAIL: payroll@jharecruitment.com.au**

Timesheets not received by 10.00am Monday may not be processed or paid until the following week.