



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



CLIENT				FORTNIGHT 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												
MON												
TUE												
WED												
THUR												
FRI												
SAT												
SUN												
TOTAL HOURS WORKED												

CLIENT SIGNATURE NAME:..... POSITION:..... Approval includes verification of hours worked, authority to invoice and acceptance of Terms and Conditions of business detailed on reverse of timesheet.	Supervisors please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.					
		Excellent	Good	Average	Poor	Comments
	Skills					
	Punctuality					
Attitude						

**Timesheet must be signed & authorised by the client & returned to Spinifex Recruiting by Monday 10.00am of Fortnight end
 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 fortnight