

**Spinifex Recruiting Commercial - Weekly timesheet**

|   |                        |
|---|------------------------|
| <b>CLIENT</b>   | 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                       |      |           |            |             |            |            |         |                           |              |      |    |             |
| <b>TOTAL HOURS WORKED</b> |      |           |            |             |            |            |         |                           |              |      |    |             |

|  |   |      |           |      |          |      |          |        |  |  |  |  |  |             |  |  |  |  |  |          |  |  |  |  |  |
|--|---|------|-----------|------|----------|------|----------|--------|--|--|--|--|--|-------------|--|--|--|--|--|----------|--|--|--|--|--|
| <b>CLIENT SIGNATURE</b><br><br>NAME:..... POSITION:.....<br><small>Approval includes verification of hours worked, authority to invoice and acceptance of Terms and Conditions of business detailed on reverse of timesheet.</small> | <b>Supervisors</b> please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.<br><br><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@spinifexrecruiting.com.au**

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