

# Spinifex Recruiting Commercial

Ph: 1300 800 301 or 02 6620 9440 PO Box 537 Byron Bay NSW 2481

Weekly timesheet



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

Timesheet must be signed & authorised by the client & returned to Spinifex Recruiting by Monday 10.00am

**EMAIL: payroll@spinifexrecruiting.com.au**

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

Spinifex Recruiting Commercial Timesheet V4.xlsx 20/01/26