

Spinifex Recruiting - Fortnight timesheet



Ph: 1300 800 301 option 3 or 02 6620 9440 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		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
NAME:..... POSITION:.....		Skills				
Approval includes verification of hours worked, authority to invoice and acceptance of Terms and Conditions of business detailed on reverse of timesheet.		Punctuality				
		Attitude				

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

EMAIL: payroll@spinifexrecruiting.com.au

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