

TEMPORARY EMPLOYMENT TIMESHEET

Employee Name:	Employee Signature
Place of Employment:	Purchase No.
Consultant:	Weekending:
Approved by:	Client Signature:
Client Title:	Date:
Assignment Continuing	Assignment Ceasing

(Please tick if continuing or ceasing)

It is hereby certified that the above named temps worked the hours stated and received a site – specific induction. There is a min. 4 hour charge per day. Clients do not pay for unworked lunch hours. Temps are paid to the nearest quarter hour

DATE	DAY	START TIME	END TIME	LESS BREAK	LUNCH	TOTAL HOURS
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Weekly Hours

DATE	DAY	START TIME	END TIME	LESS BREAK	LUNCH	TOTAL HOURS
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Weekly Hours

DATE	DAY	START TIME	END TIME	LESS BREAK	LUNCH	TOTAL HOURS
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Total Weekly Hours

Please authorise that hours worked as stated above are correct. It is hereby agreed that if we re-employ the temporary (s) on this timesheet, either directly or through any other agency as a permanent or temporary member of staff within a period of twelve months from this date, we will enter into a contract with you for a permanent, contract or temporary fee at standard or contract rates. ALIGNZ Recruitment staffs are under client supervision and responsibility while on assignment.

Timesheets must be in before 10am Monday morning to ensure prompt payment. Please return your signed timesheet via fax on Hamilton 07 855 2739 or Auckland 09 279 9987 or via email accounts@alignzrecruitment.co.nz

(AR. Aug. 2013)