

Temporary Staff Timesheet



Timesheet must be in by 10:00am, Monday, to ensure payment in the next pay run.
Email: accounts@forterecruitment.co.nz

Candidate Name:		
Client Company:		
Client Contact:		
Returning Next Week:	Assignment Ending:	Pay out Holiday Pay:
DDI at Assignment:		

Hours Worked (please enter to the nearest 1/4 hour)

Day	Date	Start Time	Lunch Start	Lunch Finish	Finish Time	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL HOURS						

Approval

Client Signature:	Temp Signature:
Name:	

By signing this: you are verifying the hours worked and that you are satisfied with the work completed.

By signing this: you are certifying that the hours were worked by you, during the week shown above.

Comments and Notes

Any details of the assignment changed? Any questions?
