

Temporary Employee Timesheet

Employee Details:

Employee: _____
 Address: _____
 Telephone: _____ Mobile: _____

Client Details:

Client Name: _____
 Client Address: _____
 Telephone: _____ Mobile: _____

Pay Period–Week Ending Sunday: _____

Day	Date	Start	Finish	Less Meal	Time Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked					

These times have been recorded daily and are confirmed as correct.

Employee's Signature: _____
 Employers Signature: _____

PLEASE Email to admin@mprecruitment.com.au after last shift for the week. Timesheets must be received by Monday 5.00pm at the latest. Further copies of this form can be accessed via our website www.mprecruitment.com.au. Thank you.

Office Use Only:

	Hours	Notes
Ordinary time		
1.5 (150%)		
2 (200%)		
Pub Hol 2.5 (250%)		