

SOURCE

HR & RECRUITMENT

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Temporary Employee Time Sheet

Week Ending: _____

Employee Name: _____

Client Organisation: _____

	Start Time (HH:MM)	Finish Time (HH:MM)	Unpaid Break (HH:MM)	Total Hours (HH:MM)
<i>Example</i>	08:30	05:00	00:30	08:00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total hours for week	

Authorisers Name: _____

Authorisers Title: _____

Authorisers Signature: _____

Casual/Temporary Employee's signature: _____

Please email to gail@sourcehr.co.nz by 11am each Monday

Client approval accepts that the above hours worked are correct. It also accepts our standard terms of business.

No payment will be made without an authorised time sheet