

SOURCE

HR & RECRUITMENT

Contractor/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				

Casual/Temporary Employee's signature: _____

Authorisers Name: _____

Authorisers Title: _____

Authorisers Signature: _____

Please email timesheet to accounts@sourcehr.co.nz **by 10am 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

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