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Timesheet

Date	
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Employee Name	
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Employee Code	
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Client Name	
Branch	
Contact	
Phone	

Assignment No.	
Description	
PAYE/Ltd	
Weekending Date	

Contracted Days and Times

Day	Date	Start AM	Finish AM		Start PM	Finish PM	Total Normal Hours	Total Overtime Hours	Authorisation
Mon				L U N C H					
Tues									
Wed									
Thur									
Fri									
Sat									
Sun									

Employee Signature

Client Signature

Date: _____

Date: _____

Print Client Name _____

Organisation _____

Notes:

By engaging the worker and/or signing this timesheet we (the client) agree to the units worked and accept that A-Plus Staff's standard Terms and Conditions for the provision of temporary workers are incorporated into the contract governing the provision of the worker to us (the client). In particular, we are liable to pay A-Plus Staff's standard introduction fee (or where applicable elect to hire the worker for an extended assignment), if we or a third party to we introduce the worker, engage or employ the worker (in any capacity) either directly or through another employment business.