



Please email to accounts@tpc.sydney

or fax to (02) 9987 0166

EMPLOYEE TIMESHEET

Employee Name: _____

Client Name: _____

Client Supervisor _____

Assignment ongoing? Yes / No, Circle as applicable

						Over Time	
Day	Date	Start Time	End Time	Less Breaks	Daily Hours	Hours	Auth By
Mon							
Tues							
Wed							
Thur							
Fri							
Sat							
Sun							
Total Hours							

Employee's Signature: _____

Authorised Company Representative Signature _____

Authorisation by signature on this timesheet will be taken as verification that the work was completed satisfactorily, hours are correct and acceptance to pay for the hours recorded, and hereby agreeing to The Personnel Connection Terms Of Business, including all fees, terms and conditions.

Before any wages can be processed, both temporary employee and an authorized company representative must sign this timesheet and initial any overtime.