



Please email to [accounts@tpc.sydney](mailto:accounts@tpc.sydney)

## EMPLOYEE TIMESHEET

Employee Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Supervisor \_\_\_\_\_

**Assignment ongoing? Yes / No, Circle as applicable**

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

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.