

TIME SHEET

Employee Name: _____

Client Name: _____

Day	Date	Time Worked	Breaks
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Hours Worked			

Time sheet should be signed and submitted via e-mail or MMS as soon as possible

Note:

Use of Temp Find services imply that you are automatically bounded to terms and conditions of our standard client agreement. It is also understood that, you are introduced to the client by Temp Find, regardless of how or by whom it is commenced, as a result your payroll is automatically attracted to a standard placement fee.

Overtime applies only when a casual agrees to stay back and work for a significant period after the previously agreed booking and upon client's approval. If you are unable to take over your agreed assignment, it is highly mandatory to notify our office before 7.00 am on the day of the assignment.

Approved by: _____

Signature: _____

Comments:
