

SKILLFORCE RECRUITMENT PTY LTD – WEEKLY TIMESHEET

accounts@skillforcerecruitment.com.au

Note: Our standard pay week is week Monday to Sunday; payment is processed via EFT on Tuesday.



EMPLOYEE NAME:

WEEK ENDING:

CLIENT:

SITE:

	Date	Start Time	Finish Time	Breaks	Total Hours	Skillforce Office Use Only					
						Normal Time	Time and a Half	Double Time	Allowance1	Allowance2	Allowance3
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
TOTAL HOURS											

Employee Name

Employee Signature:

Date:

This timesheet is a legal document and as such any false and/or misleading information provided may lead to disciplinary action or termination of your employment. A copy should be kept by the employee for confirmation. **IT IS YOUR RESPONSIBILITY TO ENSURE YOUR TIMESHEET IS SUBMITTED BEFORE LUNCHTIME ON MONDAY.**

Supervisor Name:

Supervisor Signature:

Date:

Skillforce Recruitment recommends the Supervisor emails or faxes the timesheet to Skillforce Recruitment to avoid changes being made once approved and signed. A copy should be kept by the supervisor for confirmation.

Clients please give any relevant Feedback, Allowances, Deductions, Special Conditions, Performance, etc.: