

## TIMESHEET - TEMPORARY STAFF

<b>Name:</b>	<b>Job title:</b>
	<b>Job number:</b>

<b>Client name:</b>	<b>Client address</b>

Week ending: Sunday    ___ / ___ / ___
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	DATE	START TIME	FINISH TIME	MEAL BREAKS	TOTAL	T1	O'Time	Notes
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
					<b>TOTAL</b>			

The minimum charge for temporary staff is 4 hours. Temporary staff are paid to the nearest 15 minutes. Meal breaks are not paid to Temporary staff, nor charged to the Client.

**Temporary staff - Declaration:** I have worked the hours as detailed above, and I understand that I am paid for only those hours I have worked.

**Temporary staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Authorisation**

Please sign this form to confirm that the above hours are correct, the work performance has been satisfactory, and payment is hereby authorised.

I agree that if the above named temporary staff member (either directly or indirectly) is employed as a permanent or temporary member of staff within six months from this date I will pay a placement fee based on standard fees to Your People Ltd.

I agree to the terms and conditions contained with this timesheet.

**Authorised Client signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name / Title: \_\_\_\_\_

**PLEASE SCAN & EMAIL COMPLETED FORM TO [info@yourpeople.co.nz](mailto:info@yourpeople.co.nz)**