



Permanent & Contract Recruitment Services | Outsourcing | Training | Psychometric Testing

TIMESHEET

Fax to 09 281 2668 or email to
temps@buildingrecruitment.co.nz
 no later than Monday 9.30am

EMPLOYEE NAME:			
TEMP POSITION:			
CLIENT COMPANY:		CONTACT NAME:	

	DATE	MORNING		AFTERNOON		TYPE OF WORK		TOTAL HOURS
		FROM	TO	FROM	TO	LABOURER	SPECIALISED	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
Total								

TEMP AGREEMENT:

I hereby certify that the hours shown above are the hours worked by me on this assignment and that all breaks have been deducted. I confirm I have not sustained any injuries during the above assignment that Building Recruitment Temping has not been made aware of. I agree to abide by the terms of my current Employment Agreement.

Temp Signature: _____

CLIENT AGREEMENT:

I hereby certify that the above hours are correct and that I am satisfied with the work completed by the temporary. I accept the offer of Building Recruitment Temping Ltd to provide the services of the temporary to the Client subject to Building Recruitment Temping Ltd's Terms of Business. By signing this timesheet, I agree to pay for all hours worked above.

Client Signature: _____

INSTRUCTIONS:

Please fax or email your completed and signed timesheet by **Friday 6pm** at the end of each week in order for us to process your pay early the following week. Please ensure you complete separate timesheets for each assignment.

NOTE: *If you experience any delays getting your timesheet approved, please ensure you advise us by Monday 9.30am to enable us to assist you with an alternative form of client approval.*