

# TEMPORARY TIME SHEET



<b>Client Name:</b>	<b>Temp Employee Name:</b>
<b>Client Address:</b>	<b>Temp Employee Address:</b>

Day	Date	Start time	Finish Time	Length of Break (if applicable)	TOTAL HOURS PAYABLE	Please mark an X in the box if: Continuing Assignment <input type="checkbox"/> Completing Assignment <input type="checkbox"/>
Wednesday						
Thursday						<b>Please Note:</b> Clients do not pay for lunch breaks. Overtime is determined according to the applicable Award. There is a 4 hour minimum charge per day.
Friday						
Saturday						<b>TIMESHEETS MUST BE EMAILED BEFORE 9.30 AM Wednesdays</b> <a href="mailto:payroll@dclrecruitment.com.au">payroll@dclrecruitment.com.au</a>
Sunday						
Monday						
Tuesday						
<b>Total Hours</b>						

**Client Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Our terms of payment are 7 days*

*Should a temporary employee turn permanent a permanent placement fee is payable as per per our Terms and Conditions*