

TIME RECORD SHEET

Week ending Friday.....20.....

Date	Day	Time Started	Time Finished	Lunch Period	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
Adjust all Hours to nearest 1/4				TOTAL	

Employee Certification
 I have worked the above hours and no injuries were sustained.

Employee Signature.....

ASSIGNMENT: Continuing Finishing

Note: Wages will not be paid until timesheet has been signed by you and the client.

Miss, Mrs
 Mr, Ms (Employee: Print your name)

Reporting to:
 Miss, Mrs
 Mr, Ms

Client Company

Address

Client Authorisation
 I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that temporary staff are supplied in accordance with Law Staff's Terms of Business. Should we employ one of your temporaries, assigned currently or in the previous 12 months, a full permanent placement fee is payable. Direct re-employment as a temporary attracts a temporary fee. Overtime is applicable after 8 hours in any one day and over 38 hours in any one week.

Client's Signature:

Please Print Name:

PROCEDURE

- Sign the form and have your employer authorise it.
- Give the signed original to your employer, and
- Fax a copy to us by no later than 10:00am each Friday.

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