

Timesheet

This timesheet must be signed and authorised by your supervisor and returned to 360HR by Monday 9am

FAX to: 02 9819 6792 or EMAIL to: payroll@360hr.com.au

Week Ending <small>(360HR week ends Sunday)</small>		Assignment: Continuing <input type="checkbox"/> Finishing <input type="checkbox"/>	Job # <small>(office use)</small>
Client Company		Employee First Name	
Client Address		Employee Surname	
Department		Employee Position	Your Daytime Contact No.
Client Contact		Employee Signature	

Day	Date	Start	Finish	Less Lunch	Hrs & Mins Worked	OFFICE USE		
						NT	OT1	OT2
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL HOURS & MINUTES WORKED								
					Hrs Mins			

CLIENT APPROVAL

Your approval/signature confirms hours worked and you will be invoiced for these hours accordingly. Your approval also confirms acceptance of 360HR Terms and Conditions of Business. Should you directly or indirectly employ a 360HR On-hire Casual Employee, assigned currently or in the previous six months, a permanent placement fee is applicable.

Client Signature		Date	
Client Name		Title	