



EMPLOY

TIME SHEET

Level 17, 115 Pitt Street, Sydney NSW 2000

Tel: (02) 9235 3777

Fax: (02) 9235 3171

Email: enquiries@employ.com.au

Personnel Action Pty Ltd ACN 050 096 485 trading as EMPLOY

Employee's name

Employee's position

Company

Address

TIME SHEETS ARE TO BE FAXED TO 9235 3171 BY 10 AM MONDAY

DATE WORKED	Time Started	Time Finished	Less Lunch	Regular Hours	Overtime Hours
MONDAY / /					
TUESDAY / /					
WEDNESDAY / /					
THURSDAY / /					
FRIDAY / /					
SATURDAY / /					
SUNDAY / /					
TOTAL HOURS WORKED					

EMPLOY does not pay for lunch hours. It is hereby certified that the hours stated hereon are correct and that the work was performed satisfactorily.

Supervisor's name (please print)

Supervisor's signature

EMPLOYEE: I have worked the above hours and no injuries were sustained and I have not accepted a permanent position. I will be continuing next week YES NO

Employee's signature