



# EMPLOY

## TIME SHEET

Level 6, 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	/ /					
<b>TOTAL HOURS WORKED</b>						

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 .....

WHITE COPY: Please fax and post to EMPLOY • PINK COPY: to be given to Employer • BLUE COPY: for your reference