

ON-HIRED EMPLOYEE TIME SHEET



Workforce Extensions | Tamworth

Fax: 02 6762 7955 tamworthreception@workforcexs.com.au

Week Ending: / /

Employee Name:

Department:

Client Name:

Supervisor:

DAY	DATE	START	FINISH	MEAL BREAKS	TOTAL HOURS	This section for office use only			
						1.0	1.5	2.0	Allowance
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
Employee's Signature:				TOTAL WEEKLY HOURS					

Supervisor's Signature:

The above signature signifies acceptance of the total hours and the terms and conditions of Workforce Extensions

Comments:

AVAILABILITY NEXT WEEK									
<i>Please tick</i>									
MON	TUES	WED	THURS	FRI	SAT	SUN	ALL		

WHS (This must be completed for Payroll to be processed)

- 1/ Did you undertake an induction when you first started work on this site? Y / N
- 2/ Did you wear the required Personal Protective Equipment? Y / N
- 3/ Were you involved in or witness any incident, accident or near miss? Y / N

IMPORTANT NOTE: Office copy of time sheet must be received by noon on Monday. Time Sheets will be paid at the agreed rate into your bank account on Thursday

Conditions include: Rehire of an employee within 90 days must be through Workforce Extensions. Converting to Permanent incurs a Fee.