ON-HIRED EMPLOYEE TIME SHEET

Week Ending: / /

Employee Name:

Client Name:

DAY

MON TUES WED THURS FRI SAT

Comments:

Department:

Supervisor:

	DATE	CTADT	FINISH	MEAL	TOTAL	This section for office use only					
DATE	START	FINISH	BREAKS	HOURS	1.0	1.5	2.0	Allowance			

SUN Employee's Signature: TOTAL WEEKLY HOURS Supervisor's Signature:

W.H. & S. (This must be completed for Payroll to be processed)

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

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.

FRM - 106 - Timesheet (Weekly Format) V3 | 08/12/2022

ON-HIRED EMPLOYEE TIME SHEET

/

The above signature signifies acceptance of the total hours

and the terms and conditions of Workforce Extensions

Week Ending: /

Employee Name:

Client Name:

Workforce

Department: Supervisor:

DAV	DATE	START	FINISH	MEAL BREAKS	TOTAL HOURS	This section for office use only					
DAY						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:

W.H. & S. (This must be completed for Payroll to be processed)

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

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