

WEEKLY EMPLOYEE TIME SHEET

Week Ending: / /

Employee Name:

Client Name:

Employee Position:

Department/Ward:

DATE	START	FINISH	MEAL BREAKS	TOTAL HOURS	SUPERVISOR'S NAME	SUPERVISOR'S POSITION	SUPERVISOR'S SIGNATURE	Allowance

Employee'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 / 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: Photo of your paper timesheet must be uploaded to the Candidate Portal at the end of week (Sunday)**Time Sheets will be paid at the agreed rate into your bank account on Thursday.**

Conditions include: Rehire of an employee must be through Workforce Extensions. Converting to Permanent incurs a Temp to Perm Fee.

FRM - 115 - Timesheet (Weekly Format - Supervisor Sig) V4 | 22/03/2023

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