



**ASP HAR &  
ASSOCIATES**  
*Understanding People*  
Lv1 2, 949 Wellington Street  
WEST PERTH WA 6005  
Telephone - 9481 3799  
Facsimile - 9321 4580

# TEMPORARY STAFF TIME SHEET

Your Name \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Contact Number \_\_\_\_\_  
 Email Address for Payslip \_\_\_\_\_

Reporting to \_\_\_\_\_  
 Company \_\_\_\_\_  
 Department \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Week Ending Friday / / \_\_\_\_\_

Your pay will be directly forwarded into your account by Wednesday evening, via online banking to your nominated bank account. Please advise of any changes to your bank details.

Day	Date	Start	Finish	Lunch	Start	Finish	Total
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Total</b>							

### Verification of hours worked and satisfactory performance

Supervisor's Signature

Employee's Signature

\_\_\_\_\_

\_\_\_\_\_

If an Asphar Personnel temporary employee is made an offer to join your staff in any capacity within 90 days of completing their assignment with you, we reserve the right to charge our full placement fee.

**Timesheets not received by 5pm Monday may not be included in the week's payroll, which means a delay of one week in the receipt of your pay.**