

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							
Total							

Verification of hours worked and satisfactory performance

Supervisor's Signature

Employee's Signature

If an Asphar Recruitment 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.