



# TIME SHEET

PENINSULA PERSONNEL RECRUITMENT SERVICES PTY.LTD  
 ABN 69 069 423 561  
 SUITE 30/22 FISHER ROAD DEE WHY 2099  
 TELEPHONE: 9972 2944

Email timesheet by 5.30pm Friday to [leigh@peninsulapersonnel.com.au](mailto:leigh@peninsulapersonnel.com.au) or fax 9972 2041

Please advise if continuing or finishing assignment: .....

Please advise your availability:.....

Please advise if you would like to collect or bank your wages:.....

EMPLOYEE NAME.....  
 COMPANY NAME.....  
 REPORT TO.....  
 DEPARTMENT.....  
 HOURS.....  
 ESTIMATED DURATION.....  
 PHONE.....  
 ADDRESS.....  
 .....

### CLIENT AUTHORISATION

I VERIFY THAT THE HOURS LISTED ARE CORRECT AND THAT THE WORK HAS BEEN PERFORMED TO A SATISFACTORY MANNER. I UNDERSTAND THAT ON-HIRE CASUALS ARE SUPPLIED IN COMPLIANCE WITH PENINSULA PERSONNEL'S TERMS OF BUSINESS.

SHOULD WE AS THE HOST EMPLOYER; EMPLOY ONE OF YOUR ON-HIRE CASUALS CURRENTLY ASSIGNED OR WHOSE ASSIGNMENT TERMINATED IN THE LAST SIX (6) MONTHS IN ANY PERMANENT, PART-TIME OR CASUAL CONTRACT/CONSULTANCY CAPACITY FOR A LIMITED OR UNLIMITED PERIOD A PLACEMENT FEE WILL APPLY.

CLIENT SIGNATURE.....

NAME PRINTED.....

| WEEK ENDING DATE:   |           |            |             |                      |                   |             |
|---|-----------|------------|-------------|----------------------|-------------------|-------------|
| DATE  | DAY       | START TIME | FINISH TIME | LUNCH BREAK          | OVERTIME APPROVAL | TOTAL HOURS |
|   | MONDAY    |            |             |                      |                   |             |
|   | TUESDAY   |            |             |                      |                   |             |
|   | WEDNESDAY |            |             |                      |                   |             |
|   | THURSDAY  |            |             |                      |                   |             |
|   | FRIDAY    |            |             |                      |                   |             |
|   | SATURDAY  |            |             |                      |                   |             |
|   | SUNDAY    |            |             |                      |                   |             |
| PLEASE NOTE (ROUND HOURS TO NEAREST 1/4 HOUR PER DAY)   |           |            |             | TOTAL HOURS FOR WEEK |                   |             |
| <b>EMPLOYEE SIGNATURE:</b>  |           |            |             |                      |                   |             |
| I HAVE COMPLETED THE ABOVE HOURS AND NO INJURIES WERE SUSTAINED. NOTE: WAGES WILL NOT BE PAID UNLESS A TIME SHEET IS SIGNED BY YOU AND THE CLIENT AND RETURNED TO PENINSULA PERSONNEL |           |            |             |                      |                   |             |