

Weekly Time Sheet

Important

Timesheet deadline is **STRICTLY 6pm EVERY Friday**
 Failure to meet this deadline may delay payment for hours worked

Name of temporary person : _____

Week ending : _____

Name of company : _____

Purchase order number : _____

Department : _____

Client contact : _____

Position in company : _____

**PLEASE NOTE THAT HOLIDAY HOURS SHOULD NOT BE INCLUDED ON TIMESHEET.
 HOLIDAY HOURS SHOULD BE SUBMITTED VIA THE HOLIDAY REQUEST FORM**

	MON		TUE		WED		THURS		FRI		SAT		SUN	
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins
Time in														
Lunch out														
Lunch in														
Time out														
Total std time														
Total overtime														

	Standard time	Overtime x 1.5	Overtime x 2		Total
Hours worked	Hrs Mins	Hrs Mins	Hrs Mins	TOTAL HOURS	Hrs Mins

- (i) I agree the hours worked as detailed above to be accurate
 - (ii) I acknowledge that I have the authority to sign this timesheet on its terms on behalf of the above company
 - (iii) I confirm that I have read and acknowledge the Terms of Business of The Business Connection
 - (iv) By signing this timesheet you are deemed to accept our Terms of Business
- I certify the hours stated above are a true record of services rendered

Client signature : _____	Temp's signature : _____
Position : _____	Print name : _____
Date : / /	Date : / /

Notes: Complete each day. Please take copies for client and your records