



Complete and fax back on 02 9638 6867 or email to rydalmere@dscpersonnel.com.au by Close of Business Friday

DATE: / /	EMPLOYEE TIME SHEET	
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Client:	Site:	Report to:
Commencement Date:/...../.....20.....	Week Ended:...../...../.....20.....	Shift:..... Start Time:Finish Time:

Hours Actually Worked or Agreed to

EMPLOYEE NAME:		Start Time	Finish Time	Lunch YES / NO	Signature of Client Supervisor
	Monday Date:.....				
	Tuesday Date:.....				
	Wednesday Date:.....				
JOB CATEGORY: (eg: G/Lab, FL, Carpenter)	Thursday Date:.....				
	Friday Date:.....				
	Saturday Date:.....				
	Sunday Date:.....				

COMMENTS: COULD YOU PLEASE INCLUDE LUNCH BREAKS ON TIMESHEET, THANKYOU	TO BE COMPLETED BY CLIENT: I certify that the hours shown above have been satisfactorily worked and accept that this Time Sheet will form the basis for an invoice which will be paid on receipt.	SUPERVISOR NAME:..... SIGNED: POSITION:
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