



# Temporary Employee Timesheet

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*NB: Time Sheets must be received by 10am Monday to ensure prompt payment*

Temporary Employee Name: \_\_\_\_\_

Name of Client you are assigned to: \_\_\_\_\_

Week Ending Date: \_\_\_\_\_

Date	Day	Start Time	End Time	Less Lunch Break	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				<b>Week Total</b>	

Temporary Employees are entitled to a minimum half hour (unpaid) lunch break.  
 Hours are calculated/paid to the nearest quarter hour.

Please authorise below that the hours above are correct.

Client Signature: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Title: \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Employee Signature: \_\_\_\_\_