



## TEMPORARY EMPLOYEE TIMESHEET

Name	<input type="text"/>
Temporary Position	<input type="text"/>
Client Company Name	<input type="text"/>
Client Contact	<input type="text"/>

Enter your hours on the grid below. Remember to subtract your lunch break from the total hours for each day.

Day	Date	Start Time	Lunch		Finish Time	Total	Eclipse Use Only		
			Start	Finish			1	1.5	2
Mon									
Tue									
Wed									
Thurs									
Fri									
This Week's Total Hours									

Is this assignment continuing next week?	Yes / No
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<b>Eclipse Temp</b> I acknowledge that the above hours were worked on this assignment and I agree to abide by the Employment Agreement, which I signed	<b>Client</b> I, on behalf of Eclipse's Client, acknowledge that the above hours were worked by the Temporary Employee and I authorise invoicing and payment of the agreed costs.
<b>Signature</b>	<b>Signature</b>

### Please make sure you do the following:

- ▶ Enter the dates and times you've worked and enter a total for each day's work
- ▶ Sign your timesheet
- ▶ Have the timesheet signed by our client
- ▶ Fax your timesheet to us **BY 5PM EACH MONDAY** on **09 478 0112**  
*(Please note if your timesheet is not with us by this time we cannot guarantee we will be able to process your pay on time).*

Wages will be direct credited to your bank account each Friday. **If you have any queries just call us on 478 0110.**

Eclipse Recruitment Limited

40 Triton Drive, Albany, Auckland  
Telephone 09 478 0110 - Fax 09 478 0112

Level 1, 12 O'Connell Street, Auckland City  
Telephone 09 973 1879