

Casual Employee Timesheet

Phone: (08) 9225 6211



Casual employee name: _____

Client name: _____

Week ending: _____

Client contact: _____

	Date	Start time	Finish time	Less break	Total Hours (decimals) 6 hrs. 30 minutes = 6.5	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total:						

Other: Allowances, mileage, bonus, commission, etc: _____

From an OH&S perspective have there been any changes in the past week to the:

Job duties? **NO** **YES** If %yes+ please detail: _____

Equipment used? **NO** **YES** If %yes+ please detail: _____

Work location? **NO** **YES** If %yes+ please detail: _____

Are there any concerns in regards to OH&S? **NO** **YES** If %yes+ please detail: _____

Casual employee signature: _____

Client signature: _____

I have worked the above hours and no injuries were sustained.

Client signature includes acceptance of Terms of Business and hours listed above.

Time sheets must be completed with candidate's and client's signature. They must be received by 11 Recruitment no later than **10am** each following Monday. Late time sheets will **not** be processed until the following week. Please PRINT LEGIBLY to ensure that you are paid correctly.