

# RECRUITMENT TIMESHEET



Week ending: \_\_\_\_\_

## Candidate

Full name: \_\_\_\_\_

## Client details

Organisation name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact position: \_\_\_\_\_

Please email as a preference to:  
[auspayroll@twrecruitment.com](mailto:auspayroll@twrecruitment.com)  
Or fax to: (03) 9654 9839

	Date	Start time	Finish time	Break (if applicable)	Hours/Days worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total:	

Is this your final timesheet for this placement? **YES / NO**

I declare that the following information on this timesheet is true. In the event of a dispute regarding claimed hours/ days, the candidate will be liable to repay any overstated amount unless the timesheet has been duly authorised by the client. Timesheets signed and approved by both parties confirms acceptance of Terms of Business and Contract for Services.

Candidate signature: \_\_\_\_\_

Client signature: \_\_\_\_\_