

TIMESHEET



This Timesheet is the record of the work you have completed. Please ensure this is signed by your Supervisor and **Submitted by 10:00 AM every Monday**, via Email.

Name: _____ Client Name: _____
Position: _____ Supervisor: _____

| DATE | START | BREAK | FINISH | SHIFT D/N | TOTAL | OTHER – INDUCTIONS / TRAVEL ETC |
|------|-------|-------|--------|--------------|-------|---------------------------------|
| MON | | | | | | |
| TUE | | | | | | |
| WED | | | | | | |
| THU | | | | | | |
| FRI | | | | | | |
| SAT | | | | | | |
| SUN | | | | | | |
| | | | | TOTAL HOURS: | | |

Notes / Description of Work

Employee

By completing this Timesheet, I confirm that I have worked the hours stated, and that no injuries or incidents have occurred (that **Exclusive Labour Services** are not aware of at the time of signing). I also confirm that there has been no change to my scope of work, which I have been assigned to complete.

Print Name

Signature

Client / Supervisor Authorisation

I confirm that the above hours are true and correct, free from incident or injury not otherwise mentioned. The above-named candidate has performed the required duties to our satisfaction.

Print Name

Signature

Timesheets must be **Authorised** with your Supervisor's Name & Signature.

Submit Authorised Timesheets via Email before **10:00 AM every MONDAY** for processing.



to: accounts@exclusivelabourservices.com cc: recruitment@exclusivelabourservices.com