



# TIMESHEET

**Instructions**  
 Enter Client Name, your name and Week Commencing Date  
 Record file number/project and a Description of Work performed each day  
 Use 24hr clock and enter start and finish time and total hours worked  
 Record time to the nearest 15 minutes worked  
 Ensure you deduct any time taken for breaks/lunch

<b>Client Name and Address</b>

<b>Name of Temporary Worker</b>
<b>Week Commencing Date</b>

	File No./Project	Description of Work	Start	Finish	Hours	Mins	
<b>Monday</b>							
	<b>Monday</b>				<b>Total</b>		
<b>Tuesday</b>							
	<b>Tuesday</b>				<b>Total</b>		
<b>Wednesday</b>							
	<b>Wednesday</b>				<b>Total</b>		
<b>Thursday</b>							
	<b>Thursday</b>				<b>Total</b>		
<b>Friday</b>							
	<b>Friday</b>				<b>Total</b>		
<b>Sat</b>							
					<b>Saturday</b>	<b>Total</b>	
<b>Sun</b>							
					<b>Sunday</b>	<b>Total</b>	
					<b>Week</b>	<b>Total</b>	

**Note**  
 Please sign and date your timesheet and ensure that it is approved by your Supervisor and that they retain a copy  
 To ensure prompt payment the timesheet must be received by Carter Murray no later than 5:30pm on the following Monday

<b>Name of Supervisor</b>	
<b>Client Signature</b>	
<b>Date</b>	

We confirm that the hours specified above are correct that that we will accept your account for the total chargeable amount in accordance with your Terms of Business

<b>Total Basic Hours</b>		
<b>Overtime Hours</b>		
<b>Premium Overtime Hours (if applicable)</b>		
Please indicate here if this is your final timesheet for this assignment <input style="float: right; margin-left: 10px;" type="checkbox"/>		
<b>Temporary Signature</b>		
<b>Date</b>		

I confirm that I have worked the total hours stated above

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