

# Temporary Employee Timesheet

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**Employee Details:**

Employee: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Client Details:**

Client Name: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Pay Period–Week Ending Sunday:** \_\_\_\_\_

Day	Date	Start	Finish	Less Meal	Time Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
These times have been recorded daily and are confirmed as correct.				<b>Total Hours Worked</b>	

Employee's Signature: \_\_\_\_\_  
Employers Signature: \_\_\_\_\_

PLEASE Email to [admin@mptrainingandrecruitment.com.au](mailto:admin@mptrainingandrecruitment.com.au) after last shift for the week. Timesheets must be received by Monday 5.00pm at the latest. Further copies of this form can be accessed via our website [www.mptrainingandrecruitment.com.au](http://www.mptrainingandrecruitment.com.au). Thank you.

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**Office Use Only:**

	Hours	Notes
Ordinary time		
1.5 (150%)		
2 (200%)		
Pub Hol 2.5 (250%)		