

TIMESHEET

CANDIDATE NAME	
COMPANY NAME	

Candidates please remember it is your responsibility to have timesheets filled out accurately and submitted to our office by 10 am on Monday to ensure wages are processed and paid. Timesheets received after this deadline will not be processed until the following week.

Day	Date	Start Time	Finish Time	Meal Breaks	Total Hours	Office Use
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						

Please round times to nearest 15 minutes

VEHICLE LOG BOOK					Office Use
Day	Date	Reason for Travel	Total KM		
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

EMPLOYEE SIGNATURE	Date / /
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SUPERVISOR NAME	
SUPERVISOR SIGNATURE	Date / /

Employers please note a conversion fee calculated at 14% of the candidate's full time equivalent annual salary package plus GST will apply should the client make an offer of employment to the candidate within 12 months of the end of this assignment unless otherwise agreed in writing, as per Edge Recruitment's Terms & Conditions - Temporary Staff.

By signing this timesheet the client certifies that the hours worked are correct and that the work was performed in a satisfactory manner. In addition the client confirms that they have read and agreed to abide by Edge Recruitment's Temporary Terms and Conditions.

OFFICE USE ONLY	Hours:		
	KM:		TOTAL

PLEASE FAX THIS AUTHORISED FORM TO EDGE RECRUITMENT ON 8232 2230 BY 10AM MONDAY