

# Key People Personnel - Timesheet

Please **email/fax** completed timesheet to your Key People office.

- Do not forget to leave a copy of your timesheet with the client
- Timesheets are to be completed and sent back **by 4pm each Tuesday** unless otherwise stipulated by your Key People consultant.

**Sydney, Melbourne & Canberra-**

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**Phone:** (02) 8007 7111

**Perth -**

**Email:** perth@keypeople.com.au

**Fax:** (08) 9355 1996

**Phone:** (08) 9355 1995

Week Ending Tuesday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Temporary's Name (please print): \_\_\_\_\_

Client's Company Name (please print): \_\_\_\_\_

DAY	DATE	START TIME	FINISH TIME	MEAL BREAK	ACTUAL HOURS WORKED
WED					
THU					
FRI					
SAT					
SUN					
MON					
TUE					
TOTAL HOURS					

**CLIENT AUTHORISATION:**

The client's signature verifies that the hours shown are correct and the work was performed in a satisfactory manner. Temporary staff are supplied in accordance with Key People's Terms of Business. A permanent release fee will apply should this person join your or an associated payroll within 12 months of the finishing date of this timesheet. Such fee will be as per Key People's schedule of fees.

Client's Signature:

\_\_\_\_\_

Client's Name (please print):

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Note: Wages will not be paid until a time sheet has been signed by you and the client.

**TEMPORARY'S DECLARATION:** I have worked the above hours and sustained no injuries.  
**TEMPS** – please take 2 copies (1 for the client and 1 for yourself)

Temp's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_