

# TIME SHEET

On - Hired worker Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Role: \_\_\_\_\_

## OFFICE USE ONLY

J/O: \_\_\_\_\_

Client: \_\_\_\_\_

Candidate: \_\_\_\_\_

Scan #: \_\_\_\_\_

Circle Below AM/PM

Week Ending: Sunday / / 2017

DATE	DAY	START	FINISH	LESS BREAK (minutes)	NET HOURS WORKED	Truck Grade or Type	CLIENT INITIAL/ SIGNATURE	OTE	X1.5	X2
/ /	Mon	AM/PM	AM/PM							
/ /	Tue	AM/PM	AM/PM							
/ /	Wed	AM/PM	AM/PM							
/ /	Thu	AM/PM	AM/PM							
/ /	Fri	AM/PM	AM/PM							
/ /	Sat	AM/PM	AM/PM							
/ /	Sun	AM/PM	AM/PM							
TOTAL NET HOURS WORKED:										

## On-Hired Worker Confirmation - Please sign

I hereby certify that I have worked the hours stated & no work related injuries were sustained by me:

On-Hired worker Signature: \_\_\_\_\_ Name: \_\_\_\_\_

## Host Employer Approval – Please sign

Client signature certifies that:

- Client accepts TRP Recruitment Terms of Business for On-Hired Workers
- The hours stated above are correct and will be invoiced
- Minimum booking fee of 4 hours applies
- Client endeavors to provide a safe working environment and will conduct appropriate site induction with on-hired worker prior to commencement of work
- You will contact TRP Recruitment immediately should you wish to offer a permanent position to a referred on- hired worker.

Signature: \_\_\_\_\_

PLEASE EMAIL YOUR TIMESHEET TO [payroll@trprecruitment.com.au](mailto:payroll@trprecruitment.com.au) BY 10AM MONDAY

OR FAX TO 9330 0220