

PLEASE SUBMIT YOUR AUTHORISED TIMESHEET BY FRIDAY AFTERNOON TO
FAX (07) 3236 3899 OR EMAIL timesheets@msrecruitment.com.au

FAILURE TO DO SO WILL RESULT IN YOUR PAY BEING DELAYED DUE TO PROCESSING TIME.
ALL TIMESHEETS MUST BE AUTHORISED BEFORE PAYMENT IS PROCESSED

Employee Name		Week Ending (as Sunday)	
Employee Address			
Client Name		Position	
Client Address			

Please record hours worked as decimals NOT minutes (e.g. 15 minutes = 0.25 hours)
For blank timesheets see www.msrecruitment.com.au

Day	Date	Start Time	Finish Time	Break	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				TOTAL HOURS	

CANDIDATE TO TICK APPROPRIATE BOX BELOW:

Did you sustain a reportable workplace injury during this period? Yes No

Candidate Signature _____

Approved by Client (sign) _____

Client Name & Position _____

Office Use Only	
Date Entered	Invoice No.

Authorisation by signature on this timesheet will be taken as verification that the work was completed satisfactorily, hours are correct and acceptance to pay for the hours recorded, and hereby agreeing to MS Recruitment Terms of Business, including all fees, terms & conditions.