

Client Details

Temporary Details

Contact / Dept:

Name of Temp:

Company Name:

Assignment Detail:

Company Address:

Assignment - Week Ending Date:

Time Sheet Calculator

	Time In	Time Out	Overall Hours	Less Breaks	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
		TOTAL			
		TOTAL PAID HOURS WORKED			

Please note: All paid hours are rounded to the nearest 15 minutes.

I certify that the total hours, including overtime hours, have been satisfactorily worked and that payment in respect of these will be made according to your terms of business which I have received from you and accept as the basis for this transaction.

Signature:

Position:

Date:

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