



Pure Source Recruitment - Temporary Staff Timesheet;

Download from puresource.com.au

email to; accounts@puresource.com.au

Ph 07 3846 7730

Employee:						Employee signature:												
Client:						Pure Source Office:		Brisbane										
Week Ending (Sunday)																		
Working Hours						Overtime					Allowances							
Day	Date	Start	Break	Finish	Total	Ord hrs	1.25 hrs	1.5 hrs	2 hrs	2.5 hrs	Meal	Travel	Site	Tool				
Example	20/03/2013	8:30am	:30	5:00pm	8:00	Pure Source Office Use Only;												
Monday	/ /	:	:	:	:													
Tuesday	/ /	:	:	:	:													
Wednesday	/ /	:	:	:	:													
Thursday	/ /	:	:	:	:													
Friday	/ /	:	:	:	:													
Saturday	/ /	:	:	:	:													
Sunday	/ /	:	:	:	:													
Total:																		
Working Hours Approval by Client;						Comments or Notes;												
Name of Manager:																		
Manager's Signature:																		
Contract Finished:						<input type="checkbox"/> No			<input type="checkbox"/> Yes									

Timesheets are required by 10.00 a.m. Monday. Timesheets received after this may not be processed until the following week.