



Pure Source Recruitment - Temporary Staff Timesheet;

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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.