

**Pure Source Recruitment - Timesheet for Temporary Employees**

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email to;
accounts@puresource.com.auDownload
<https://www.puresource.com.au/job-seekers/resource/>

Employee:						Employee signature:												
Client:						Pure Source Office: Brisbane												
Week Ending (Sunday)																		
Hours worked						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	8:30 AM	0:30	5:00 PM	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"/> YES		<input type="checkbox"/> NO														
Timesheets are required by 10.00 a.m. Monday. Timesheets received after this may not be processed until the following week.																		