



Time Sheet

For Australia Only

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For New Zealand Only

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Week Ending: 20 Pages : Form No. 004

Day Month Year

Employee No : - Booking No : -

Employee Name :

Client Organisation :

	Start Time (HH:MM)	Finish Time (HH:MM)	Unpaid Break (HH:MM)	Total Hours (HH:MM)
Example	0 8 : 3 0	0 5 : 0 0	0 0 : 3 0	0 8 : 0 0
Mon	: :	: :	: :	: :
Tue	: :	: :	: :	: :
Wed	: :	: :	: :	: :
Thu	: :	: :	: :	: :
Fri	: :	: :	: :	: :
Sat	: :	: :	: :	: :
Sun	: :	: :	: :	: :
Total for Week :				: :



Authoriser's Name :

Cost Centre / Department :

Authoriser's Signature _____

Please fax or email to the pay office by 1:00 pm Friday.
The fax number and email address should only be used for time sheets.

Contractor Signature _____

Continuing with this assignment next week YES NO

Comments:

Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 7 days upon presentation (as highlighted on our website). **No payment will be made without a time sheet signed by the authoriser.**

