

Timesheet

Horner Recruitment



Please fax by Friday night to: (03) 9604 2828

Level 8, 160 Queen Street
Melbourne VIC 3000
Ph: (03) 9604 2800 Fax: (03) 9604 2828
email: payroll@horner.com.au
ABN: 99 060 659 182

Notice to Client:

- Client/company signature below certifies:
 1. Signed hours stated are correct and these times will be invoiced
 2. Acceptance of Horner's Terms & Conditions of Business for On – hired staff current at the time of signing.
- Termination of services requires contact with your Horner consultant
- If you choose to employ the named on-hired worker on a permanent basis, or via an alternative source, fees will apply. Please refer to our Terms & Conditions of Business and Schedule of Placement Fees.

Timesheet week ending date:

____/____/____

Office use only:

Code:
JON:

Print your name: _____

Company name / Site: _____

Is your assignment continuing?: YES NO

I have only performed the duties my consultant engaged me to perform?: YES NO

Signature confirming I have worked the stated number of hours: _____

Horner Recruitment On-hired Worker only						Office use only			
Day	Date	Start Time	Length of Meal Break	Finish Time	Net Hrs & Mins Worked	OTE	T ½	DT	Misc
Monday		AM / PM		AM / PM					
Tuesday		AM / PM		AM / PM					
Wednesday		AM / PM		AM / PM					
Thursday		AM / PM		AM / PM					
Friday		AM / PM		AM / PM					
Saturday		AM / PM		AM / PM					
Sunday		AM / PM		AM / PM					
Total:									

Client Approval

Name: _____

Date: ____/____/____

Signature: _____

Purchase order no. if applicable: _____