



## WEEKLY TIMESHEET

Pay Week Ending: \_\_\_\_\_ / \_\_\_\_\_ / 2018

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Timesheet To: [accounts@iplacerecruitment.com.au](mailto:accounts@iplacerecruitment.com.au)

	Start Time	Finish Time	Unpaid Break	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Weekly Total:</b>				

\_\_\_\_\_  
Contractor's Name (Print)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Manager's Name (Print)

\_\_\_\_\_  
Manager's Signature

Please note: All timesheets must be returned to iPlace Recruitment by close of business on Friday. Timesheet must be authorized for payment to be processed.