

360HR Timesheet

This timesheet must be signed and authorised by your supervisor and returned to 360HR by Monday 9am.

Email to: payroll@360hr.com.au or Fax to: 02 9819 6792

Week Ending (360HR week ends Sunday)		Assignment: Continuing <input type="checkbox"/> Finishing <input type="checkbox"/>	Job # (office use)	
Client Company		Employee First Name		
Client Address		Employee Last Name		
Department		Employee Position		Your Daytime Contact No.
Client Contact		Employee Signature		

Day	Date	Start	Finish	Less Lunch	Hrs & Mins Worked		OFFICE USE			
					Hrs	Mins	NT	OT1	OT2	
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
TOTAL HOURS & MINUTES WORKED										
						Hrs	Mins			

CLIENT APPROVAL

Your approval/signature confirms hours worked and you will be invoiced for these hours accordingly. Your approval also confirms acceptance of 360HR Terms and Conditions of Business. Should you directly or indirectly employ a 360HR On-hire Casual Employee, assigned currently or in the previous six months, a permanent placement fee is applicable.

Client Signature _____

Date _____

Client Name _____

Title _____