

# 360HR Timesheet

Email to: [payroll@360hr.com.au](mailto:payroll@360hr.com.au) or Fax to: 02 9819 6792

This timesheet must be signed and authorised by your supervisor and sent to 360HR by **Monday 10am**

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

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

## Client Approval

Your approval/signature confirms hours worked and you will be invoiced for these hours accordingly. Your approval also confirms acceptance of our On-hire Client Service Agreement. 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** \_\_\_\_\_