

## Payroll Contact Details

**Fax Timesheet: 02 9929 3222**  
**Telephone: 02 9929 3000**

**IMPORTANT–To ensure prompt processing this timesheet must be faxed by 6pm Friday evenings**

Name of Temporary Worker: \_\_\_\_\_  
 Trading as (if applicable): \_\_\_\_\_  
 Client Name: \_\_\_\_\_  
 Client Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_  
 Week ending Friday \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

	Time Commenced	Time Finished	Lunch Break	Hours–daily total <small>(excluding lunch break)</small>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Weekly total</b>				

## Client Use

I hereby certify that the time commenced, time finished, lunch break and overtime indicated are true and correct. (Please refer to Terms and Conditions of business on reverse side of client copy).

Is overtime authorised?    Yes        No   

### Overtime after (Daily/Weekly) hrs

Authorised supervisor’s signature \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
 Position held at company \_\_\_\_\_  
 Contact phone number \_\_\_\_\_  
 Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorising this timesheet acknowledges **Constructive Recruitments Terms of Business**

## Office Use

Ordinary		Time & a half		Double Time		Meal Allow	
<b>Placement Reference:</b>							