C6 Recruitment

# Timesheet

**Timesheet must be sent to C6 Recruitment no later than close of business Friday to be paid the following Thursday.**
**Scan & Email: timesheets@c6recruitment.com.au**
**Or Fax to: (08) 6466 3155**

| | |
|---|---|
| **Employee Name:** | |
| **Client Organisation:** | |
| **Supervisor:** | |
| **Week Ending:** | |
| **Continuing Next Week: Please Circle** | **YES** **NO** |

## Hours Worked

| | Date | Start Time | Finish Time | Less Lunch | Total Hours |
|---|---|---|---|---|---|
| ***Example*** ***(using decimals)*** | ***1/1/2009*** | ***0830*** | ***1700*** | ***45 minutes = 0.75*** | ***7.75*** |
| **Monday** | | | | | |
| **Tuesday** | | | | | |
| **Wednesday** | | | | | |
| **Thursday** | | | | | |
| **Friday** | | | | | |
| **Saturday** | | | | | |
| **Sunday** | | | | | |
| | | | | **Total** | |

****Please note all alterations must be initialled by the client***

**Client Authorisation:**
Please note that a signature denotes verification and approval of hours worked and that the work was performed in a satisfactory manner. Should the client, their organization or subsidiary employ the temporary professional of C6 Recruitment, within 12 months of the last assignment a placement fee will be payable at retail or preferred supplier rates or if employed direct as a temporary then a temporary fee will be payable.

Date: _____

Client's Signature: _____

**C6 Recruitment Employee Authorisation**
Please note that your signature denotes that the details shown on this form are true and accurate.

Employee's Signature: _____