

<< Timesheets must be received by Kinetic BEFORE 3PM MONDAY >>

NAME: \_\_\_\_\_

Please make sure you have:	<input checked="" type="checkbox"/>
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TEMP POSITION: \_\_\_\_\_

Dated your timesheet	<input type="checkbox"/>
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CLIENT COMPANY: \_\_\_\_\_

Signed your timesheet	<input type="checkbox"/>
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CONTACT NAME: \_\_\_\_\_

Had the client sign your timesheet	<input type="checkbox"/>
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DAY	DATE	START TIME	LUNCH START	LUNCH FINISH	FINISH TIME	TOTAL HOURS	Office Use		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>TOTAL</b>									

Tick box if this assignment is continuing next week

Temporary Employee: I hereby acknowledge that the above hours were worked by me on this assignment and that I agree to abide by the Employment Contract, which I signed when applying for temporary employment through Kinetic Recruitment.

EMPLOYEE SIGNATURE: \_\_\_\_\_

Client Contract: I (on behalf of the Client Company) hereby acknowledge that the above hours were worked to a satisfactory standard by the above named temporary employee and I authorise invoicing of the agreed costs accordingly.

CLIENT SIGNATURE: \_\_\_\_\_

<< Please check that your timesheet is completed correctly so we can action your wages >>

Fax your timesheets to us on: Wellington: 04 472 7879, Auckland: 09 366 9978

If you have any questions please call the Finance Team on: 04 472 7878