

<<Timesheets must be received by Kinetic BEFORE 12PM MONDAY>>

NAME: _____	Please make sure you have: <input checked="" type="checkbox"/>
TEMP POSITION: _____	Dated your timesheet <input type="checkbox"/>
CLIENT COMPANY: _____	Signed your timesheet <input type="checkbox"/>
CONTACT NAME: _____	Had the client sign your timesheet <input type="checkbox"/>

DAY	DATE	START TIME	LUNCH START	LUNCH FINISH	FINISH TIME	TOTAL HOURS	Office Use		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL									

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 >>

Please email timesheets through to: payroll@kinetic.co.nz