

GR8 RECRUITMENT TIME SHEET



Employee name:	Employee pay roll number:
Client:	Site:
Authorising Supervisor:	Week Commencing:

DAY	START	END	SUMMARY OF WORKS	OVERTIME @	TOTAL HOURS	SUPERVISOR
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEKLY TOTALS						

Employee signature:	Date and time
Authorising Supervisor signature:	Date and time

All time sheets are the responsibility of the individual employee who is required to:

- Ensure all time sheets are completed correctly and are legible
- Ensure all clocking in and outs are accurate and are initialed and then signed off by the authorizing supervisor
- Ensure completed timesheets are delivered to GR8 Recruitment by 9am on the first Monday following the worked week (or Tuesday in the event of a Public Holiday)

It is your responsibility to complete the time sheet and ensure only an authorising supervisor signs off on your time sheet. If the timesheet is not delivered to or handed to a member of GR8 Recruitment by 9am on first Monday following the worked week (or Tuesday in the event of a Public Holiday) there may be a delay in you receiving your wages, no cash advances of wages will be made.