alpha
RECRUITMENT

Weekly Timesheet

Timesheet for Week Ending Sunday ……………………………………………………………………………………..

Please fax to 09 524 2794 by 11am Monday

Temporary's Agreement

Temp's Name: _____

Job Title: _____

Client Company: _____

Department:: _____

Reporting To: _____

Temp's Signature: _____

Declaration: I hereby agree that the hours shown on this timesheet were worked by me on this assignment. I also agree that I will treat all work performed by me on this assignment as strictly confidential and I will not pass on to any third party, any information gained during the course of this assignment. It is my responsibility to complete and return my timesheet, for processing, by 11:00am, Monday following each week worked. After faxing this timesheet through for quick payroll purposes, I agree to post the original to Alpha within seven days.

Client Agreement

Clients Name: _____

Contact's Name: _____

Department: _____

Client's Signature: _____

Declaration: I hereby certify that the hours shown are correct and that the work was performed to my satisfaction. I agree to Alpha Personnel Recruitment Limited's terms and conditions of business. It is also agreed that if, either during or within six months of completing this assignment, we engage a temporary worker from your consultancy on a permanent, temporary or contractual basis, we shall be charged a permanent placement fee at current rates.

Day	Date Worked	Start Time	Finish Time	Less Lunch	Daily Totals
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
			(To the nearest quarter hour) **Total Hours**		_____