



# TEMPORARY EMPLOYMENT TIME SHEET

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Consultant: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Assignment Continuing

Assignment Ceasing

*Clients do not pay for unworked lunch hours. Temps are paid to the nearest quarter hour.*

Date	Day	Start Time	End Time	Less Lunch Break	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				<b>Week Total</b>	

*Please authorise that hours worked as stated above are correct. It is hereby agreed that if we re-employ the temporary employee(s) on this timesheet, either directly or through any other agency as a permanent or temporary member of staff within a period of twelve months from this date, we will enter into a contract with you for a permanent or temporary fee at standard or contract rates. Madison Recruitment staff are under client supervision and responsibility while on assignment.*

Client Name: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Client Title: \_\_\_\_\_ Date: \_\_\_\_\_

Time sheets must be in before 10am Monday morning to ensure prompt payment.

Please return your signed time sheet via fax on:

Auckland	(09) 303 4452
Auckland South East	(09) 274 3901
Waikato	(07) 839 5662
Wellington	(04) 499 8066
Christchurch	(03) 366 6221