

Temporary Employment Timesheet

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				
				Week Total	

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 staff are under client supervision and responsibility while on assignment.

Client Name: _____ **Client Signature:** _____

Client Title: _____ **Date:** _____

Timesheets must be in before 10am Monday mornings to ensure prompt payment.

Please return your signed time sheet via your Consultant's email or fax on:

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