

Timesheet

Candidate's Name: _____

Client Company: _____

Candidate's Signature: _____

Client's Signature: _____

Week ending Sunday _____

Date: _____

Purchase Order No: _____

Client Terms of Business

The engagement of our Temporary Staff is in accordance with our Terms and Conditions of Business. Should you during an assignment, at the end of an assignment, or within 6 months after the completion of the last temporary assignment, wish to engage the Candidate in a fixed term, part time, casual or permanent basis, a placement fee will be incurred. Please feel free to discuss if you have any questions

	Start		Finish		Meal Break		Total Hours Worked	Comments – i.e. allowances/overtime
MON								
TUES								
WED								
THURS								
FRI								
SAT								
SUN								
TOTAL HOURS FOR WORK:								

Notes for Select Temporary Employees:

To ensure your pay is entered and paid correctly we need you to complete your timesheets correctly

Example:	Start		Finish		Meal Break		Total Hours Worked	Comments – i.e. allowances/overtime
MON	9	00	17	00	0	30	7.5	

All timesheets must be emailed to timesheets@select.co.nz and must be received by Select Recruitment before **9.00am on Monday morning** or payment may not be processed until the following pay run.

Leave applications need to be in by 12pm Friday to be processed. See <https://www.select.co.nz/Job-Seekers/Payroll-Forms>

Any timesheets that are not signed by a supervisor will not be processed until you have returned a signed copy. This is your responsibility.

Please ensure timesheets are completed separately for different client/companies that you may work for in the same week.

