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Purchase Order No:

Temporary Employee Name:

Week ending:

Return to:	PO Box 418 Dunedin
	Or
	Fax: 03 477 5672

Date	Start	Finish	Less Meal Break	Total Hours Worked	Comments – i.e. allowances/overtime
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					

Client Terms of Business	TOTAL HOURS FOR WEEK
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Please show time to the nearest quarter hour: e.g. 00, 15, 30 & 45

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.

Candidate's Signature: _____

Client's Name: _____

Client's Signature: _____

Date: _____

Visit our website: www.select.co.nz

Notes for Select Temporary Employees: Timesheets must be received by Select Recruitment before **9.00am on Monday** or payment may not be processed until the following pay run.

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

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

Timesheets to be provided to Select Recruitment by:

1. Faxing it to (03) 477 5672
2. Emailing it to timesheets@select.co.nz
3. Dropping it to Select Recruitment office (if after hours, place in a named envelope and put it under the door)

Select Recruitment Office Hours: Monday to Friday 8.30am to 4.30pm.

Please advise Select Recruitment if you require more timesheets or go onto our website for the electronic copy www.select.co.nz. Hours at work, e.g. if on leave of any kind – must be recorded as 'on leave' as opposed to hours worked that day and completion of a leave form is required prior to taking leave, the leave form is also available on our website.

