

Candidate Timesheet



Timesheets need to be faxed to Industry Recruitment Solutions
by 2pm each Monday to be paid that Friday.
Please fax to (02) 4934 8506
or email to accounts@i-r-s.com.au

Your name: _____
 Company name: _____
 Location: _____
 Immediate Supervisor: _____

Will the assignment continue next week: YES NO

Any modifications to hours listed on timesheet must be initialled by the client

	Date	Start Time	Finish Time	Less Lunch	Hours	OFFICE USE ONLY		
						Ord	1.5	2.0
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL HOURS								

All accidents, near misses or visits to first aid clinics must be reported to Industry Recruitment Solutions immediately

Allowances / Notes: _____

CANDIDATE DECLARATION:
 I certify that all the details shown on this form are true and correct.

CANDIDATE'S SIGNATURE:

CLIENT AUTHORISATION:
 By signing this form the supervisor is acknowledging their understanding that:

- The details shown above are true and correct
- The work has been carried out in a satisfactory manner
- That invoicing for wages are generated based on the information above, and where an overpayment occurs it becomes the client's responsibility.

SUPERVISOR'S SIGNATURE
