Direct Personnel Services Pty. Ltd.

ABN: 19 003 606 700

TIME SHEET

TIME SHEET

24 HOUR CLOCK

IMPORTANT: Clients and Field Staff are requested to use the 24 hour clock, by which times are shown as increased by 12. For example, 1PM becomes 1300 and 11.30PM becomes 2330.

BRANCH CODE: SUBCODE:

INTERNAL ALLOCATION (IF APPLICABLE)	VALIDATION
Client Number	
Client:	
Address:	
	Postcode:
Attention of:	
JOB CODE	
EMPLOYEE NUMBER	
RESIDENTIAL POSTCODE	
Name:	

EMPLOYEE'S SIGNATURE:.....

* THE ABOVE SIGNATURE SIGNIFIES ACCEPTANCE OF THE CONDITIONS ON THE REVERSE SIDE HEREWITH.

START DATE END DATE

	DATE	PAY CODE	START	MEAL BREAK STOP	MEAL BREAK START	STOP	TOTAL HOURS WORKED
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
					TOTAL HOURS THIS WEEK		

Please sign and return TOP COPY, i.e. WHITE COPY to our office.
BOTTOM TWO COPIES PINK copy employee to hand to client. BLUE copy retained by employee.

I certify that the employee has satisfactorily rendered service for the hours shown hereon.
I agree to the terms and conditions as stated on the reverse side.

Client's Author'd Signature	

PLEASE MAIL TOP COPY
NO LATER THAN FRIDAY
TO THE ADDRESS SHOWN BELOW
P.O. BOX 11,
SOUTHPORT BUSINESS CENTRE, QLD. 4215
17B SHORT STREET, SOUTHPORT, QLD. 4215
TELEPHONE: (07) 5531 4355
FACSIMILE: (07) 5531 4877

TERMS NET 7 DAYS

THIS SECTION - OFFICE USE ONLY

Payroll Code	DESCRIPTION	AMOUNT	F/S RATE	CLIENT RATE