

**Timesheet – temporary solutions**

**Temporary Employee to complete**

Certificate of hours worked for the week ending Sunday ...../...../.....  
 Name.....  
 Address (if changed).....

Commencing	Start time	Finish time	Less meal time	Normal hours worked	Overtime hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total hours worked for the week</b>					

I hereby certify that the hours shown were worked by me during the week ending shown above. I undertake not to divulge to any person details of work performed by me on this assignment.  
**Palmerston North Personnel Temporary Employee's Signature X** .....

**Client Contact to complete**

**Company Name**..... **Contact Name**.....  
 I hereby certify that the above hours are correct and work was performed in a satisfactory manner. This is a wage account and therefore the amount due is net and **payable within seven (7) days**. It is hereby agreed that if we re-employ the person mentioned on this timesheet, as a permanent or temporary member of our staff, within a period of six months from this date, we will enter into a contract with PN Personnel for a permanent or temporary placement at standard rates.  
 Contact's Signature **X**..... Title **X** .....

**Please ensure a signed copy remains with the client**

**Important**

We must receive this timesheet by **2pm Monday**, (or by 8.00am of the first working day of the week if Monday is a public holiday) to ensure payment in this pay cycle.

You can:

- Fax the timesheet in.
- Drop it off in our drop box or drop it off at our reception

**It is your responsibility to ensure that your timesheet is:**

- **Signed by yourself**
- **Signed by the client**
- **Received in our office by the above mentioned deadlines.**