



INDIVIDUAL TIMESHEET

Client / Company Name: _____

Temporary Employee Name: _____

Week Ending Date: Sunday _____ / _____ / _____

SUMMARY OF HOURS WORKED					
	Start Time	Finish Time	Total	Time taken for breaks*	Total hours worked (less breaks)
MON ___ / ___ / ___					
TUE ___ / ___ / ___					
WED ___ / ___ / ___					
THU ___ / ___ / ___					
FRI ___ / ___ / ___					
SAT ___ / ___ / ___					
SUN ___ / ___ / ___					
				TOTAL	

*Please remember, that in accordance with employment law, meal breaks must be taken and should be a minimum of half an hour.

I certify that the above total hours have been worked and that payment will be made for these hours according to CanRecruit’s terms and conditions which have been received and accepted as the basis for this transaction.

Please remember to inform us of any Health & Safety accidents or concerns and if there has been any change to our employee’s key tasks.

(To be completed by client):

Client Signature _____ Date _____

Client Name _____

Client Position _____

Please email this timesheet to admin@canrecruit.co.nz by Monday 10.00am.