



Buckmaster Hawkey

Real People for Real Estate since 1981

TEMPORARY ASSIGNMENT TIME SHEET

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CLIENT - COMPANY NAME _____

TEMPORARY NAME _____

DAY	DATE		HOURS WORKED				Less Breaks (Lunch etc.)		NETT HOURS		MILEAGE Total KM (on the job) If Applicable	
	Date	Month	Start Time	Finish Time	Hours	Mins	Hours	Mins	Hours	Mins		
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Please write totals in Hours : Minutes format						Total GROSS HOURS		Total BREAKS		Total NETT HOURS		Total KMS

OFFICE USE ONLY – Decimal Conversion						
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SIGNING THE TIME SHEET

Reminders

- 4:00 pm Monday is the deadline for submission of time sheets for previous week's work
- Overtime rates apply for hours worked in excess of 38 hours
- Return visits of either a temporary or permanent nature are to be arranged via Buckmaster Hawkey as per the recruitment authority

TEMPORARY SIGNATURE _____
Confirming hours for the above period are correct

CLIENT SIGNATURE _____ NAME _____
Authorising payment of temp staff member for the above hours at the rates quoted for this assignment