



Buckmaster Hawkey

Real People for Real Estate since 1981

TEMPORARY ASSIGNMENT TIME SHEET

PLEASE FAX TO: 9614 4042 OR SCAN & EMAIL TO: email@buckmasterhawkey.com.au

Client Company Name

Temp Employee Name

DATE		HOURS WORKED		LESS BREAKS		TOTAL HOURS		ODOMETER READING		MILEAGE
		Start	Finish	Hours	Mins	Hours	Mins	Start	Finish	Total KM's
MON	/ /									
TUES	/ /									
WED	/ /									
THURS	/ /									
FRI	/ /									
SAT	/ /									
SUN	/ /									
Record Totals in Hours : Minutes (not decimal)				TOTAL HOURS				TOTAL KM'S		

REMINDERS

- Monday 4:00pm 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 through Buckmaster Hawkey as per our Recruiting Authority
- Please retain a copy of this time sheet for your records

Temp Employee Signature

Confirming the information recorded above is correct

Client Name

Client Signature

Confirming the information recorded above is correct