

Timesheet #

Timesheet

Employment Details

NAME: _____

POSITION: _____

GRAFTON CONTACT: _____

Assignment Details

CLIENT: _____

ADDRESS/UNIT: _____

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ROI

DAY	DATE	FROM AM/PM	TO AM/PM	LESS BREAKS	BASIC HRS WORKED	TIME + HALF	DOUBLE TIME
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
TOTAL HOURS WORKED					A	B	C

BASIC HOURS WORKED SHOULD BE NET AFTER ALL BREAKS HAVE BEEN DEDUCTED.

We certify that the Total Hours above are TRUE and CORRECT and we agree to be invoiced accordingly by Grafton Recruitment Ltd. If he/she should at any time be taken on to our staff, we acknowledge that an Introduction Fee will be payable, based on the scale of fees in force at that time.

DEADLINE FOR RECEIPT OF TIMESHEETS IS 12 NOON MONDAY

AUTHORISING SIGNATURE

PRINT NAME

POSITION: _____

DATE: _____