

Employee Timesheet

Week Ending: / /

Shift: Days ☐ / Nights ☐

Employee Name

Project number :

Assignment Continuing? Yes ☐ / No ☐

Date Worked		Start Time	Lunch Break	Finish Time	Ordinary Hours	Overtime Hours		Special Allowances (pls ✓)				
	Day/ Month					x1.5	x2	Meal	Shift	Travel	Other	Other
MON												
TUES												
WED												
THUR												
FRI												
SAT												
SUN												
TOTAL												

Supervisor/Manager Name:.....

Supervisor/Manager Signature: Date:/...../.....

Employee Signature:

By signing this timesheet, the client agrees:

- Clients do not pay for unworked lunch breaks.
- HPS Recruitment Contractors are paid to the nearest quarter hour.
- Your signature verifies that the hours and allowances shown on this timesheet are true and correct.
- Client signature acknowledges acceptance of Heys Recruitment Terms of Business.

Contractor/Employee Instructions: Complete your timesheet daily. Rule out entire row for days not worked and mark through any non-applicable areas. Fax/Email copy to reach Hire Personnel Services NO LATER THAN 9AM TUESDAY.

Client Instructions: Please retain a copy of this timesheet for your records. Copies of timesheets cannot be issued without a written request. Please mark through any blank spaces prior to signing this timesheet, particularly in the overtime and allowances columns.

Please send to H Heys Industries Services Corporate Office scan and email to accounts@heysindustries.com

H Heys Industries

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