

THE TEMPORARY WORKER  
MUST ENSURE THE CORRECT  
HOURS WORKED BE ENTERED  
AND SIGNED BY CLIENT



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# TIMESHEET

REPORT TO / ORDERED BY:	WEEK ENDING DATE:
CLIENT DETAILS:	NATURE OF WORK:
ORDER NUMBER:	LOCATION:
	WORKERS NAME:

	START	BREAK	POA (DRIVERS ONLY)	FINISH	TOTAL
EXAMPLE	08:00	00:30	.	16:00	07:30

DAY	START	BREAK	POA (DRIVERS ONLY)	FINISH	TOTAL
MON	.	.	.	.	.
TUES	.	.	.	.	.
WED	.	.	.	.	.
THURS	.	.	.	.	.
FRI	.	.	.	.	.
SAT	.	.	.	.	.
SUN	.	.	.	.	.

TIMESHEETS MUST BE RECEIVED BY  
9AM MONDAY TO ENSURE PAYMENT

TOTAL HOURS TO BE PAID

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I AM AN AUTHORISED REPRESENTATIVE OF THE CLIENT AND HAVE READ AND ACCEPTED THE ALIGRA PERSONNEL TERMS AND CONDITIONS WHICH ARE SHOWN OVERLEAF.

CLIENT  
SIGNATURE

DATE

PRINT NAME

POSITION

### NOTICE TO TEMPORARY WORKER

1. THE TEMPORARY WORKERS ASSIGNMENT IS COVERED BY THE TERMS OF ENGAGEMENT PRESENTED TO THE TEMPORARY WORKER BY ALIGRA PERSONNEL PRIOR TO THE COMMENCEMENT OF THIS ASSIGNMENT.
2. THIS TIMESHEET SHOULD BE SIGNED BY THE CLIENT AND PRESENTED TO THE ORIGINATING ALIGRA OFFICE BY NO LATER THAN 9AM ON MONDAY FOR PROCESSING.