



STAFFING  
INDUSTRIAL  
EXECUTIVE RECRUITMENT

# TIMESHEET

Level 13, 109 St. Georges  
Terrace Perth WA 6000  
PO Box Z5284 Perth WA 6831  
Tel: 9327 5444  
Fax: 9321 6510

Please email your authorised timesheet to: [timesheet@integritystaffing.net.au](mailto:timesheet@integritystaffing.net.au)

Week Ending .....						Office Use Only		
Date	Day	Start	Finish	Less Lunch	Total	Normal Hours	T/Half	D/Time
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							

**Total Hours**(to nearest 1/4 hour) **for the week**

## Employee Certification

I have worked the above hours and no injuries were sustained.

Employee Signature: .....

**Note:** Wages will not be paid until a timesheet has been signed by you and the client.  
When a public holiday falls on a Friday or a Monday, wages will be processed a day later than normal.

**NEW START**

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**NOTE:** Temporary staff are supplied in accordance with Integrity's Terms of Business. Should you employ an Integrity Temporary assigned currently or in the previous 180 days, a permanent placement fee is payable unless otherwise negotiated. A reduced fee scale applies after long assignments. Direct re-employment as a Temporary attracts a temporary fee.

## Employee

Name .....

Position .....

Host Employer:

Company.....

Supervisor .....

Department .....

Address .....

## Client Authorisation

- The hours stated are correct and work performed in a satisfactory manner.
- Company works .....hr week
- No injuries were sustained at work by the candidate during this period

Client Signature: .....

## OSH INCIDENTS:

**If any injury or incident occurred during the period covered by this timesheet, you must report it to Integrity on submission of this timesheet**