

Employee ("YOUR") Name

 / /

Week Ending Date (Sunday)

Site Company ("Client")

Site Location

Day	Date	Start	Finish	Breaks	Total Hours
		In 24-hour time	In 24-hour time	In minutes	In decimal
Monday	/ /	:	:	mins	
Tuesday	/ /	:	:	mins	
Wednesday	/ /	:	:	mins	
Thursday	/ /	:	:	mins	
Friday	/ /	:	:	mins	
Saturday	/ /	:	:	mins	
Sunday	/ /	:	:	mins	

TOTAL:

I understand and acknowledge that:

- This timesheet **MUST** be signed by BOTH parties BEFORE submitting to **RecruitWest**;
- Submitting this timesheet completed and on-time is MY responsibility; and,
- I must notify **RecruitWest**, ASAP, if I have changed address, contact number, banking details, or super fund.

I hereby declare this timesheet to be accurate and correct to the best of my knowledge and understanding.

Employee ("YOUR") Signature

Employee
SIGN HERE

Timesheets are required to be submitted to **RecruitWest** for processing by
12:00PM MONDAY
 Fax: 08 9368 6255
 Email: admin@recruitwest.com.au

In 24-hour time: 2:30AM = 02:30 | 2:30PM = 14:30
In minutes: 1.5 hours = 90
In decimal: 13:00 → 14:30 = 1.5
Total Hours: Start → Finish MINUS Breaks (07:00 → 15:00 - 30 = 7.5)

Office Use ONLY

Location	Site	Travel	
Meals	Other		

Supervisor/ Representative of the Client to Complete

I hereby confirm the accuracy of this timesheet; authorise payment of the **TOTAL** hours by RecruitWest Pty Ltd; and, agree to pay a Reprocessing Fee if subsequent changes are required.

Name (Printed)

Signature

Supervisor SIGN HERE

Additional Comments (if applicable)