

TEMPORARY TIMESHEET



TIMESHEETS MUST BE EMAILED (recruit@quinnstaff.co.nz) OR FAXED (309 8364) TO QUINN STAFF RECRUITERS BY 10.00 am MONDAY www.quinn.jobs
Landmark House, Level Seven, 187 Queen St, P.O Box 3033, Auckland 1140. Telephone: 309-8821 Fax No: 309-8364 Email: recruit@quinnstaff.co.nz

COMPANY															
CLIENT/DIRECT REPORT															
To be filled out by temp. I, _____ he hereby certify that the hours (Please print full name clearly) shown were worked by me during this week, I undertake to treat as confidential all work performed by me on this assignment _____ (Employee's Signature)														Certificate of hours worked For week ending _____ 20 ____	
	SUN		MON		TUE		WED		THURS		FRI		SAT		I hereby certify that these hours are correct and it is hereby agreed that if within six (6) months from the above date we engage or refer to a third party, a temporary worker from your agency as a permanent or temporary employee or as an independent contractor, we shall be charged a permanent recruitment fee at current rates.
	hrs	mins	hrs	mins	hrs	mins	hrs	mins	hrs	mins	hrs	mins	hrs	mins	
START															
LUNCH From															
To															
FINISH															
TOTAL HOURS															
Total Hours payable: <input style="width:80px; height:40px;" type="text"/>														_____ Client Signature	
<p>Client Responsibilities Under Health & Safety in Employment Act 1992</p> <p>Clients must provide safe working environments for candidates/temps; indicate the location and type of hazards involved with the work (along with steps to manage those hazards); provide instruction training and supervision to candidates/temps. <i>Clients hold the responsibility for temp's safety since the temps are directly under the supervision of the client.</i> Clients must ensure the candidates/temps have adequate personal protective equipment, if required. Clients must inform the consultant/agency if a candidate is involved in any accident.</p>															