



1st Call Temporary Employee Timesheet

Please ensure that this Timesheet is sent to 1st Call before: **Monday 12.00 pm**

Fax: 07 579 9296 or Email: **payroll@1cr.co.nz**

TEMP EMPLOYEE TO COMPLETE

Employee Certification: *I have worked the following hours and no injuries were sustained*

Name (please print):

Week Ending Date:

Employee Signature:

EMPLOYER TO COMPLETE:

Company Authorization: *I verify the hours stated below are correct and the work has been performed in a satisfactory manner. I also understand that all temporary staff are supplied in accordance with 1st Call Recruitment Limited Terms of Business*

Company's Name:

Date:

MANAGERS Name (Please print):

Signed on Behalf of the Company:

Rating /10	DATE	DAY	START	LUNCH	FINISH	TOTAL
		Monday				
		Tuesday				
		Wednesday				
		Thursday				
		Friday				
		Saturday				
		Sunday				
		Total Hours				
		Is this temp being paid for their Lunch Breaks: (please circle)	YES	NO		
		Travel Allowance				

1st Call Recruitment

Ph: 07 579 9295 Fax: 07 579 9296 Email for Accounts Enquiries: payroll@1cr.co.nz