



## 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: **admin@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				
		<b>Total Hours</b>				
		<b>Is this temp being paid for their Lunch Breaks: (please circle)</b>	<b>YES</b>	<b>NO</b>		
		<b>Travel Allowance</b>				

**1st Call Recruitment**

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