

# TEMPORARY WORKER TIMESHEET

**All fields must be COMPLETED and in BLOCK LETTERS**



**Resource  
Labour Hire**

Employee Name: \_\_\_\_\_ Week Ending: \_\_\_\_\_  
 Position: \_\_\_\_\_ Client Name: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

\*Your safety is paramount to Resource Labour Hire, all candidates must be inducted prior to starting onsite, in a workshop or on any job assignment. By submitting this timesheet, you accept that this has been undertaken. Please notify a consultant or Manager if this did not take place.

Hours Worked      **USE 24-hour CLOCK**      **EG. Start 06.00**      **Lunch Break .30**      **Finish 17.30**

| Date            | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|-----------------|--------|---------|-----------|----------|--------|----------|--------|-------|
| Start Time      |        |         |           |          |        |          |        |       |
| Length of Break |        |         |           |          |        |          |        |       |
| Finish Time     |        |         |           |          |        |          |        |       |
| Hours Worked    |        |         |           |          |        |          |        |       |

I confirm these hours are a correct record of the hours I have worked

Candidate Signature: \_\_\_\_\_

Authority to Pay (to be completed by a Company Representative)

(Hours in Words)

I hereby certify the total hours worked are correct in written text.

Name: .....

Signature: .....

These hours are a correct record of the hours worked and I accept the terms and conditions for the introduction of temporary workers by Resource Labour Hire. I acknowledge that all the workers past, present and future on our sites have been inducted, are under your direction and therefore you do not hold RLH responsible for any accidents or damages that may occur.

\*Please check you have completed all fields as **timesheets are the candidates / your responsibility – NO SIGNATURE from you or the client may result in your wages being delayed**. Send timesheets by 11am Monday morning to: [timesheet@resourcelabourhire.com.au](mailto:timesheet@resourcelabourhire.com.au)