

This timesheet must be emailed to Youngbrook Recruitment no later than 9.00am on Monday

Client Details

Client Name _____

Client Address _____

Client Phone Number _____

Signature of Manager
 approving hours worked _____

Position _____

Please Print Name _____

Date / /201 _____

Employee Details

Employee Name _____

Week ending / /201 _____

Temporary employees are paid weekly via EFT to the nominated Bank Account. Youngbrook Recruitment Pay Weekends each Sunday.

Temporary Employment Guidelines and Corporate Terms of Business have been provided to both parties at the commencement of this temporary engagement. If there are any questions or concerns in relation to these terms please contact Simone Young on (07) 3399 6899 or 0414 433 430 for clarification or request a further copy by emailing ybr@youngbrookrecruitment.com.au

Signature of Temporary _____

Day	Date	Start	Finish	Breaks	Normal Time	Time & Half	Double Time	Total Hours
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total hours to be paid								

Please remember

- **Timesheets are due by 9.00am on a Monday.**
- Where possible please try to send through on a Friday afternoon or at the end of your rostered week.
- Please double check all details on your timesheet each week to avoid any incorrect payments being made.
- Provided that your timesheet is submitted on time your pay should be in your bank account on the Thursday following the previous weeks work.