



AS SMART AS THEY COME

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# Temporary Weekly Time Sheet

Temp Name:		Company:	
Week Ending:		Dept:	
Temp Job Title:		Reports To:	

### Office use only

Day	Start Eg 8:30 am	Meal Break From / To	Finish Eg 5:30 pm	Gross Total Hrs - meal break	Normal	Time & 1/2 Hours	Double Time	Meals Etc
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
<b>WEEKLY TOTALS</b>								

*My duties have not changed from the original job specification and I am still working at the same location.  
NB: If your duties or location have changed please contact us immediately on 8221 0553.*

This assignment is continuing next week (please circle)

YES	NO
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Temporary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I the client acknowledge Enigma HR Terms of Business

YES	NO
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Signature by Client: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Client Signatory: \_\_\_\_\_

Position: \_\_\_\_\_

\*\*\*\*\* Please submit timesheet to Enigma H.R. Pty Ltd by c.o.b. Friday \*\*\*\*\*