



# INTEPEOPLE™

YOUR PEOPLE & CULTURE PARTNERS

## TEMPORARY STAFF TIME SHEET

It is the responsibility of the temp to ensure this timesheet is completed, signed by your supervisor and forwarded to Intepeople. Please send this to us no later than 3pm Monday, preferably by email: [reception@intepeople.co.nz](mailto:reception@intepeople.co.nz)

Temporary's name

Company

Week ending

Reporting to

Is this assignment continuing?

Day	Date	Start Time	Finish time	Time taken for lunch	Total hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**TOTAL HOURS WORKED:**

### CLIENT

I hereby agree that the total number of hours as worked by the temporary as named above is correct and is to be invoiced to me as stated.

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature