



TIMESHEET

	DATE	START	FINISH	BREAK	STANDARD HOURS	OVERTIME HOURS
	EG. ONLY - 10/09/17	9:00AM	7:30PM	0.75	9.25	0.5
MON						
TUE						
WED						
THU						
FRI						
SAT					PLEASE USE OVERTIME COLUMN	
SUN						

PLEASE NOTE

All fields must be filled out in full / Overtime rates apply to weekends, public holidays & 7pm-7am weekdays at 1.5 x rate / A 4 hour per day minimum applies to all assignments

TOTAL STANDARD HOURS	TOTAL OVERTIME HOURS

CANDIDATE

FIRST NAME _____

SIGNATURE _____

POSITION _____

DATE _____

IMPORTANT

For prompt payment... Only record times above in 15 minute increments, eg. 2hrs & 15mins = 2.25hrs / Use separate timesheets for each working week & different client / Your timesheet must be signed by our client & sent to us by you / Send timesheets on Mondays before 1pm / Email timesheets to timesheets@theswoopinn.com

TERMS

By signing above I confirm... The hours stated are true / No injuries were sustained during this assignment / that no payment will be made to me unless this timesheet is filled in full / I'll direct all pay enquiries to The Swoop Inn only / I've read & agree with the current Candidate Terms & Conditions of The Swoop Inn

CLIENT

FULL NAME _____

SIGNATURE _____

POSITION _____

DATE _____

COMPANY _____

TERMS

Please make a copy of this timesheet for your records & return the original to our candidate before they leave your company's premise / For any accounts enquiries, email accounts@theswoopinn.com

By signing above I confirm... The hours stated are a true record / I agree to the total hours being corrected prior to invoicing if necessary / The work was performed to a satisfactory level / I've read & agree with the current Client Terms & Conditions of The Swoop Inn