

Please complete all six boxes below with the correct information. Having these boxes filled correctly is necessary for the account team and confirms for us if you have moved site from your initial placement.

	Company: <i>ABC Ltd</i>	Employee Name: <i>Joe Bloggs</i>
	Site Address: <i>26 Lunds Crescent</i>	Position: <i>Carpenter</i>
	Foreman's Name: <i>John Doe</i>	Week Ending (Sunday): <i>25/11/18</i>

When you have a Public holiday, Sick Leave or Annual leave please use the completed example as what to put on your timesheet.

		Description of Works	Start time	Finish time	Total Worked (hrs)	Breaks (hrs)	Final Total (hrs)
		<i>Public Holiday</i>					<b>PH</b>
		<i>Annual Leave</i>					<b>AL</b>
Wednesday	<i>12345</i>	<i>Framing</i>	<b>7.30</b>	<b>18.00</b>	<b>10.50</b>	<b>0.00</b>	<b>10.50</b>
Thursday	<i>6789</i>	<i>Door Install</i>	<b>6.30</b>	<b>18.00</b>	<b>11.50</b>	<b>0.50</b>	<b>11.00</b>
Friday	<i>12345</i>	<i>Framing</i>	<b>7.00</b>	<b>19.00</b>	<b>12.00</b>	<b>0.50</b>	<b>11.50</b>
Saturday		<i>Sick Leave</i>					<b>SL</b>
Sunday							
Total Hours worked							<b>33</b>

When filling in your hours and breaks remember you are entitled to 30 minutes paid break and an unpaid 30 minutes, so only put half an hour in the break column to deduct from overall hours worked for the day

Use the item code and description box to capture as much information for specific jobs that you are working on. Your supervisor will be able to tell what codes and descriptions should go here

I certify that all details shown above are as correct and that work was performed in a satisfactory manner. I have received and agree to abide by Max Peoples Terms of Business and additionally that I have provided a safe and healthy work environment and not varied the assignment of the duties for the temporary employee from the original assignment description.

Client Name: *John Doe*

Client Signature: *John Doe*

Purchase Order Number: *ABC1234*

#### Employee Confirmation:

I certify that:

- ☒ The details shown on this above timesheet are true and accurate.
- ☒ That I have not sustained any injuries during this week's assignment.
- ☒ That my assignment duties have not varied from the original assignment description.

Please tick the above boxes

Employee Signature: *Joe Bloggs*

**Timesheets MUST BE signed by Foreman to be valid**

**Please email time sheets to payroll@maxpeople.co.nz by 12:00pm Monday**

Important Note: If you take leave please indicate what type of leave in the Description of Work field. Please don't put hours.  
Public Holidays: Please enter the number of hours if you actually worked on the Public Holiday, if you did not work then put "PH" in the description of work.

Your supervisor onsite **MUST** sign here and put the purchase order number associated with your placement in the box. Without this part signed your wages may be delayed until your hours are verified

Please be sure to tick the above boxes and sign your name. This enables us to know that your tasks have not changed and injuries have not been sustained during your working week