

# Temporary employee timesheet



Please fax this completed timesheet to **Velocity** by **9:00am Monday** following the week worked.  
 Fax to **09 306 5511**. Please keep a copy of the completed timesheet for your own records  
 and leave the original with the client.

Temp name \_\_\_\_\_  
 Company name \_\_\_\_\_  
 Reporting to \_\_\_\_\_ Daytime phone # \_\_\_\_\_  
 Velocity job # \_\_\_\_\_ Consultant \_\_\_\_\_

**B** Bereavement   **A** Annual   **ST** Statutory   **S** Sick

Timesheet	Time in	Time out	Time in	Time out	↓	
						Total hours
<b>Monday</b> date						
<b>Tuesday</b> date						
<b>Wednesday</b> date						
<b>Thursday</b> date						
<b>Friday</b> date						
<b>Saturday</b> date						
<b>Sunday</b> date						
Additional comments / holiday pay requests:						Total hours for week

**Temp Agreement** - I hereby certify that the hours shown were worked on by me in this Assignment and no injuries have been sustained. I also agree to abide by my Employment Agreement. I accept that once my accrued and outstanding holiday pay has been paid out, should I enter into any further temporary employment assignments with Velocity, I shall have no right, at any stage, to take these days off work on pay, and that I shall have no further claim to this holiday pay whatsoever. I also accept and acknowledge that my entitlement to accrued annual leave and holiday pay will have been fully and finally settled.

\_\_\_\_\_  
 Temp signature \_\_\_\_\_  
 Date

**Client Agreement** - I hereby certify that the hours shown are correct. I hereby accept the offer of Velocity to provide the services of the Temporary to the Client subject to the Terms and Conditions of Service. I acknowledge that I have read and understood the Terms and Conditions of Service prior to entry into this Agreement.

\_\_\_\_\_  
 Client signature \_\_\_\_\_  
 Client name \_\_\_\_\_  
 Date

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 Email [paymefast@velocityrecruitment.co.nz](mailto:paymefast@velocityrecruitment.co.nz)

