



## Temporary Employment Timesheet

**Timesheets must be received by midday the following Monday** to ensure prompt payment;  
Email your timesheet to [jobs@ablepersonnel.co.nz](mailto:jobs@ablepersonnel.co.nz)

**Holiday Pay or Sick Leave (if available)** will **NOT** be paid unless we have been advised by yourself in writing to [jobs@ablepersonnel.co.nz](mailto:jobs@ablepersonnel.co.nz) or call or text to your Consultant.

Employee Name: \_\_\_\_\_ Consultant: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Assignment Continuing  Assignment Ceasing

**Ensure you record the hours worked to the nearest quarter hour**

Date	Day	Start Time	End Time	Less Lunch Break (unpaid)	Hours WORKED
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
				<b>Week Total</b>	

**Clients do not pay for unworked lunch hours. Temps are paid to the nearest quarter hour.** Please authorise that hours worked as stated above are correct. I realise that the temporary employee named on this timesheet is an employee of Able Personnel Services and in the event of the employee being offered a temporary/permanent position in this company/firm within a 12 month period of the last day of their temporary assignment, we are liable to pay a temporary/permanent placement fee at the current rate to Able Personnel Services. Able Personnel Services staff are under client supervision and responsibility while on assignment.

Client Signature: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_