



Moving people forward.

TRP Recruitment
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TIME SHEET

On-Hired worker Name: _____

Company Name: _____

Job Role: _____

OFFICE USE ONLY

J/O: _____

Client: _____

Candidate: _____

Scan #: _____

Circle Below AM/PM

WEEK ENDING: Sunday / / 2023

DATE	DAY	START	FINISH	LESS BREAK (mins)	NET HRS WORKED	TRUCK GRADE OR TYPE	CLIENT INITIAL/ SIGNATURE	OTE	X 1.5	X 2
/ /	MON	AM/PM	AM/PM							
/ /	TUES	AM/PM	AM/PM							
/ /	WED	AM/PM	AM/PM							
/ /	THU	AM/PM	AM/PM							
/ /	FRI	AM/PM	AM/PM							
/ /	SAT	AM/PM	AM/PM							
/ /	SUN	AM/PM	AM/PM							
TOTAL NET HOURS WORKED:										

ON-HIRED WORKER CONFIRMATION - Please Sign

I hereby certify that I have worked the hours stated & no work related injuries were sustained by me:

On-Hired Worker Signature: _____ Name: _____

HOST EMPLOYER APPROVAL - Please sign

Client signature certifies that:

- Client accepts TRP Recruitment Terms of Business for On-Hired Workers
- The hours stated above are correct and will be invoiced
- Minimum booking fee of 4 hours applies
- Client endeavours to provide a safe working environment and will conduct appropriate site induction with on-hired worker prior to commencement of work
- You will contact TRP Recruitment immediately should you wish to offer a permanent position to a referred on-hired worker

Host-Employer Signature: _____

PLEASE EMAIL YOUR TIMESHEET TO payroll@trprecruitment.com.au BY 10AM MONDAY