

TIMESHEETS TO BE EMAILED: PAYROLL@DKW.CO.NZ FAXED: 0800 DKW PAY (0800 359 729) DROPPED OFF TO YOUR DKW OFFICE BY 5.00PM FRIDAY

COMPANY NAME	EMPLOYEE NAME
COMPANY ADDRESS	TEMPORARY POSITION
CITY	WEEK ENDING DATE

	DATE	HOURS FROM	LESS LUNCH	HOURS TO	TOTAL	T 1.0	T 1.5	T2.0	SICK	LIEU	TOTAL
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
There is a 4 hour minimum charge per day				TOTAL							

Clients only pay for hours actually worked, lunch hours are not included as hours actually worked. Temporary employees will be paid to the nearest quarter hour.

It is hereby agreed that if we re-employ the person mentioned on this timesheet, within a 6-month period from this date we will enter into a contract with you for permanent or temporary placement fees, as per terms of business.

OUR TERMS OF PAYMENT ARE 7 DAYS. Prompt settlement would be appreciated. DKW Recruitment Group Limited temporary employees are under client supervision and responsibility while on assignment.

Client Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____

CLIENT - PLEASE TICK	
CONTINUING	<input type="checkbox"/>
COMPLETED	<input type="checkbox"/>

ALLOWANCES	QUANTITY	RATE	TOTAL	WHITE COPY - OFFICE	OFFICE STAMP
TRAVEL					
MEALS				YELLOW COPY - CLIENT	
TOOLS					
SHIFT				PINK COPY - TEMP	Office Signature:
OVERNIGHT					

CHC DUN QTN INV NEL AKL WEL HAM TAU NPE