

Spinifex Recruiting Fortnightly Timesheet

PO Number:



NOTE: Timesheets can be downloaded from the Candidate page on our website www.spinifexrecruiting.com.au

NAME: _____

F/NIGHT ENDING: _____

COMPANY/DEPT: _____

EMPLOYEE POSITION: _____

Please fax or email your timesheet to Spinifex Recruiting by 10am Monday after the pay period end. Late timesheets may be delayed to the next pay period.
 Email to: payroll@gwspersonnel.com.au

Contact numbers

Payroll fax: 02 6680 8714

Payroll ph: 02 6620 9456

General Spinifex enquiries:

1300 800 301

DAY	DATE	START	BREAK	FINISH	Daily Supervisor Signoff	Office Use Only				
						HOURS	x1	x1.5	x2	x2.5
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										
WEEK 1 TOTAL										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										
WEEK 2 TOTAL										
F/N TOTAL										

Authorisation

I verify that the hours stated are correct and have been performed in a satisfactory manner in accordance with our contract.

Authorising Person: _____

Authorisation Signature: _____

Authorising Position: _____

Is this the last timesheet for this assignment? YES NO
 Have the duties of this position significantly changed from those originally advised to Spinifex Recruiting? YES NO

Employee Signature _____

Note: Authorising person must record relevant PO/WO number before sending to Spinifex Recruiting.

Employee Certification: I have worked the above hours and no injuries were sustained

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR TIMESHEET IS RECEIVED BY SPINIFEX RECRUITING BY 10AM MONDAY

