

Pursuit People Solutions
 PO Box 6353 HALIFAX STREET SA 5000
 Phone: 08 8410 5710
 Fax: 08 8212 5900



TIMESHEET

Timesheet must be faxed back to Pursuit People Solutions no later than 10am the following Monday.

Name: _____

Company: _____ **Supervisors Name:** _____

	Date	Start Time	Finish Time	Less Break	Total Hours Worked		Normal Hours	Time and a Half	Double Time	Double Time and a half
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
				Totals						

Date: _____

Supervisor Name: _____

Employee Signature: _____

Supervisor Signature: _____

In signing this document you acknowledge that the hours recorded are a true and correct reflection of the hours worked. Timesheets without a Supervisors signature will not be processed. All timesheets are to be received by Pursuit People Solutions no later than 10am the following Monday.

If you are having difficulty faxing through your timesheet, it can be sent to finance@pursuitrecruitment.com