

Pursuit People Solutions
 PO Box 6353 HALIFAX STREET SA 5000
 Phone: 08 8410 5710
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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.