

TIME SHEET

Temporary Division



Executive
Accounting
Banking & Finance
Human Resources & HSE
Sales, Marketing, Communications & Digital
Administration & Office Support
Legal, Contracts & Procurement
Construction

Client _____
W/Ending _____
Temp Name _____
Report To _____

Hours Worked (Client please initial all alterations or erasures)

	From	To	Less Lunch	Net Hours Per Day
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Net Total Hours				

Will your assignment continue into next week? Yes No

Your time sheet must be emailed to **accounts@priorityapp.com** (or faxed) no later than 9am on Monday.

Client Signature: _____ Position: _____
Department: _____ Date: _____

PLEASE ENSURE THE CLIENT SIGNATURE IS A MEMBER OF SENIOR MANAGEMENT AND AUTHORISED TO SIGN OFF ON PERSONNEL HOURS.

Nature of Assignment _____

IMPORTANT: Should the client employ a person who has been introduced through Priority Appointments by way of temporary work or as a short listed candidate within 12 months of the introduction, our normal fee structure will apply. Please note that all workplace occupational health and safety incidents are to be reported to Priority Appointments as soon as they occur in accordance with Occupational Health and Safety Legislation.

If there is a vacancy or opportunity for permanent employment at the company which you are currently temping at, please direct all enquires about the position to us here at Priority. Thank you.



PRIORITY APPOINTMENTS
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