



Cox Purtell Staffing Services Pty Ltd
ABN 42 063 258 524
Level 12, 6 – 10 O’Connell St
Sydney NSW 2000

To complete this timesheet online, please login at www.timesheetsonline.com.au/coxpurtell

EMPLOYEE NAME: _____

COMPANY NAME: _____ SUPERVISOR: _____

WEEK ENDING: _____

Please submit by COB each Friday

Date	Day	Start Time	End Time	Break (hrs.)	Total (*Round off to the nearest 15 mins)
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
ASSIGNMENT				Weekly Total	

CONTINUING FINISHING

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

SUPERVISOR NAME: _____ TITLE: _____

Note:

Wages will not be paid until we receive a timesheet signed by the Temporary staff member and the Client

Client Authorisation:

I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that temporary staff are supplied in accordance with Cox Purtell Staffing Services’ Terms of Business. Should we employ e one of your temporaries assigned currently or in the previous 12 months, a full permanent placement fee is payable. A reduced scale fee can apply after long assignments. Direct re-employment of a temporary attracts a temporary fee.