



TEMPORARY ASSOCIATE TIMESHEET

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NB: It is your responsibility to ensure your timesheet is signed and returned to your Adecco Office by 10am Monday

Branch:		W/E Date:	
Client Name:		Associate Name:	
PO Number:		Associate Job Title:	
Client Address:		Reporting Site:	

ALL ACCIDENTS MUST BE REPORTED ON THE DAY THEY OCCUR TO AVOID PAY DELAYS

RECORD OF HOURS WORKED						CLIENT & OFFICE USE ONLY					
	DATE	START TIME	LESS LUNCH	FINISH TIME	TOTAL	T1	T1.5	T2	PUBLIC HOL	SICK	DAY IN LIEU
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											
					TOTAL						
There is a 4-hour minimum charge unless otherwise agreed in writing						Allowance	Units	Rate	Total		
						Travel					
						Meals					
						Tool					
						Shift					

Clients do not pay for unworked lunch hours. Temporary Associates are paid to the nearest quarter hour. Please authorise that hours worked, as stated above, are correct. It is hereby agreed that if we re-employ the person mentioned on this timesheet either directly or through any other agency as a permanent or temporary member of staff within a period of 6 months from this date will enter into a contract with you for permanent or temporary placement at standard rates.

SAFETY AT WORK: Please remember to provide a first day induction for every new temporary Associate who commences work at your premises.

OUR TERMS OF PAYMENT ARE 7 DAYS: Prompt settlement would be appreciated. Adecco Personnel Ltd temporary Associates are under client supervision and responsibility while on assignment.

CLIENT'S SIGNATURE _____ **DATE:** _____

CLIENT'S NAME _____

TITLE: _____ **ASSOCIATE SIGNATURE:** _____

PLEASE TICK: ✓

Continuing:

Completed:

Northland - Fax: 09 438 2733 whangareipayroll@adecco.co.nz	Auckland City - Fax: 09 309 4197 aucklandcitypayroll@adecco.co.nz	Northwest Auckland - Fax: 09 828 113 northwestaucklandpayroll@adecco.co.nz	Auckland Civil & Construction aklandcpcpayroll@adecco.co.nz
Penrose - Fax: 09 525 3535 penrosepayroll@adecco.co.nz	East Tamaki - Fax: 09 271 3604 easttamakipayroll@adecco.co.nz	Hamilton - Fax: 07 838 1811 hamiltonpayroll@adecco.co.nz	Nelson nelsonpayroll@adecco.co.nz
Hawkes Bay - Fax: 06 878 6991 hawkesbaypayroll@adecco.co.nz	New Plymouth - Fax: 06 757 9026 newplymouthpayroll@adecco.co.nz	Palmerston North - Fax: 06 357 2021 palmerstonnorthpayroll@adecco.co.nz	
Wellington - Fax: 04 499 0350 wellingtonpayroll@adecco.co.nz	Christchurch - Fax: 03 341 5849 chchpayroll@adecco.co.nz	Dunedin - Fax: 03 479 2746 dunedinpayroll@adecco.co.nz	