



Phone 07 308 5030 Email: admin@adcam.co.nz Fax: 07 308 503 Web: www.adcam.co.nz Address: 21 Quay St, PO Box 134, Whakatane

TIMESHEET

Company

Contact Person

Postal Address

ADCAM Recruitment Temp

Logged Timesheet hours – WEEK ENDING
(Weekly pay period runs from Monday to Sunday)

	DATE	START	FINISH	LUNCH	START	FINISH	TOTAL
MON							
TUES							
WED							
THUR							
FRI							
	TOTAL HOURS						

Mileage Allowance (if applicable) \$

Signature of Attending Temp

Signature of Company Supervisor

Date

This Document is to be signed by your Manager/Supervisor and returned to ADCAM Recruiting Ltd by 3pm on the Monday following the end of each week worked.

It is the responsibility of the attending Temp Employee to make sure that these signatures are recorded. This is a pre-requisite of payment of wages, and invoicing to the client.

Prue Gray
Manager