



Time Sheet

Alexander Appointments

Fax Number: (02) 9659 4422

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Pay Week Ending: ____/____/2011
(Week ending Friday, Payroll period Sunday to Friday)

Employee Name:

Client / Company Name:

	Start Time	Finish Time	Unpaid Break	Total Hours
Example	8:30	5:00	0:30	8:00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total for Week:				

Authoriser's Name:

Cost Centre / Department:

Authoriser's Signature

Contractor Signature

Comments:

PAYROLL QUERIES PHONE (02) 9659 4411

Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 7 days upon presentation. No payment will be made without a time sheet signed by the authoriser.

TIMESHEETS MUST BE PROVIDED TO ALEXANDER APPOINTMENTS PAYROLL BY FRIDAY 5:30PM AT THE END OF YOUR WORKING WEEK FOR YOUR PAYS TO BE PROCESSED ON TIME