



GMGT Ltd Trading as Monarch Personnel | ABN 65 088 323 273 | Member RCSA
 44 Wyndham Street Shepparton 3630 | PO Box 1351 Shepparton 3632 | T: 03 5831 5880

FAX TIME SHEETS TO: 03 5831 7517
OR EMAIL: admin@monarchpersonnel.com.au

Weekly Timesheet for Temporary Assigned Workers

Name:	
Company Name:	
Phone No:	
Position Held:	
Department:	
Reporting To:	
Company Address:	Week Ending:
Manager/Supervisor's Ph:	/ /

Day	Date	Start Time	Finish Time	Lunch Break	Total Hours	Hours Ord.	Hours x 1.5	Hours x 2.0
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total:								

Please tick this box if this is your final timesheet for this assignment?

Total Hours Worked This Week = hrs

Worker's Signature:

Client Authorisation: Please sign this form to verify that the hours stated are correct and the work was performed in a satisfactory manner.

Client Signature:.....

The above signatures signify acceptance of the Terms and Conditions of Monarch Personnel. One provision is that, should you directly contact a temporary worker for either permanent or temporary work within twelve months of their last working for you through Monarch Personnel, then a placement or service fee will be payable to Monarch Personnel.

PLEASE FAX COMPLETED TIME SHEETS TO REACH MONARCH PERSONNEL NO LATER THAN 10.00 AM MONDAYS. FAX: 03) 5831 7517 EMAIL: admin@monarchpersonnel.com.au

Note: Payment cannot be made unless this time sheet is signed by the Client or their Authorised Representative