



Company:	Employee Name:
Site Address:	Position:
Foreman's Name:	Week Ending (Sunday):
<i>Timesheets MUST BE signed by a Foreman to be valid</i>	
Please email time sheets to payroll@maxpeople.co.nz by 12:00pm Monday	
Important Note: If you take leave please indicate what type of leave in the Description of Work field. Please don't put hours.	
Public Holidays - Please enter the number of hours if you actually worked on the Public Holiday, if you did not work then put "PH" in the description of work.	

Day	Item code	Description of Works	Start time	Finish time	Total Worked (hrs)	Breaks (hrs)	Final Total (hrs)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours worked							

Client Authorisation: I certify that all details shown above are as correct and that work was performed in a satisfactory manner. I have received and agree to abide by Max People Terms of Business and additionally that I have provided a safe and healthy work environment and not varied the assignment of the duties for the temporary employee from the original assignment description.
Client Name:
Client Signature:
Purchase Order Number:

Employee Confirmation: I certify that: <input type="checkbox"/> The details shown on this above timesheet are true and accurate. <input type="checkbox"/> That I have not sustained any injuries during this week's assignment. <input type="checkbox"/> That my assignment duties have not varied from the original assignment description. Please tick the above boxes
Employee Signature: