



# TEMPORARY STAFF TIMESHEET

**ENTERPRISE  
RECRUITMENT**

**enterprise.co.nz**  
The New Zealand Full Service Recruitment Agency

Client Company: \_\_\_\_\_

PO Box: \_\_\_\_\_

Attention: \_\_\_\_\_

**ENTERPRISE  
AUCKLAND**  
PO Box 1799  
Auckland  
T: +64 9 306 2160  
F: +64 9 307 1285

**ENTERPRISE  
MANUKAU**  
PO Box 97 567  
Manukau  
T: +64 9 262 5500  
F: +64 9 263 9261

**ENTERPRISE  
LOWER HUTT**  
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Lower Hutt  
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F: +64 4 586 196

**ENTERPRISE  
CHRISTCHURCH**  
PO Box 13 733  
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T: +64 3 365 3112  
F: +64 3 365 1550

**ENTERPRISE  
INVERCARGILL**  
PO Box 1258  
Invercargill  
T: +64 3 218 3146  
F: +64 3 218 3145

Date	Day	From	To	Less meal breaks	Total	Ordinary hours	Time & a half	Double Time
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
	Sun							
Totals								

**Temp Name** \_\_\_\_\_

I hereby certify that this is a correct record of the hours worked by me and that no injuries were sustained. I undertake to treat as confidential all work performed by me on this assignment. I acknowledge my responsibilities with respect to health and safety whilst at work and my obligation to comply with Enterprise's Health and Safety Policy (a copy of which I have received) and health and safety procedures introduced by Enterprise.

Client's certificate: It is hereby certified that the above hours are correct, the work was performed in a satisfactory manner and payment is authorised. We accept the Terms and Conditions outlined on the back of this timesheet. We acknowledge that the Enterprise Employee has been given appropriate health and safety induction.

Temp Signature \_\_\_\_\_

Client's Signature \_\_\_\_\_

Assignment: Continuing  Finished

*Note: Wages will not be paid until a timesheet has been signed  
By you and the client*

Please print name \_\_\_\_\_