



# Weekly Time Sheet

**Return your signed timesheet by  
5PM the following Monday to:  
[timesheets@welinkrecruitment.com.au](mailto:timesheets@welinkrecruitment.com.au)**

Welink Recruitment Pty Ltd  
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Sydney NSW 2000  
[www.welinkrecruitment.com.au](http://www.welinkrecruitment.com.au)  
Telephone: 1300 935 465  
ABN 92 638 121 856

Employee's Full Name: \_\_\_\_\_

Week Ending: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

PO (If required): \_\_\_\_\_

Day	Day / Month / Year	Start	Lunch	Finish	Total	Normal Time	Time & Half	Double Time
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Please tick one box: <input type="checkbox"/> Assignment Finished <input type="checkbox"/> Assignment Continuing					Total Time:			

\_\_\_\_\_  
Authorising Name (please print)

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

\_\_\_\_\_  
Date

**Terms and Conditions of Business – Contracting and Temporary Requirements.**

**Client:** By signing this timesheet, you acknowledge that the above data is correct and Welink Recruitment will invoice the Client for the approved hours.

**Employees:** It is the responsibility of the employee to submit the **signed** timesheet by the following Monday at 5PM. **Timesheets, without an authorised signature from a Client Manager, will not be processed.**