

TEMPORARY STAFF TIME SHEET



FANSELOW • BELL
PEOPLE FOR PERFORMANCE

Temporary's Name

REMINDER: Please fax your timesheet to FB by midday on Monday

Company

Week ending

Reporting to

Is this assignment continuing?

DAY	DATE	START TIME	FINISH TIME	TIME TAKEN FOR LUNCH	TOTAL HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS WORKED:					

CLIENT

I hereby agree that the total number of hours as worked by the temporary as named above is correct and is to be invoiced to me as stated.

Supervisor's Name

Position

Signature

*Clients must provide safe working environments for temps; indicate the location and type of hazards involved with the work (along with steps to manage those hazards); provide induction training and supervision to temps. **Clients hold the most responsibility for temp's safety since the temps are directly under the supervision of the client.** Clients must ensure the temps have adequate personal protective equipment, if required. Clients must inform the consultant/agency if a temp is involved in any accident.*