



Please email completed timesheets to your local payroll branch email

(No later than 11:00am each Monday to ensure you are paid on time!)

Please note: any timesheet that has not been signed by the Company / Client will be rejected and therefore will result in your pay being delayed!

Name of Pure Staff worker

Customer Company Name

Company Address (if applicable)

Week-Ending Date (Always a Sunday)

P.O. Number (if applic.)

Summary of Hours (to be completed & signed by Client/Company)

	Start Time	Finish Time	Less Break (if applicable)	Total Hours per day (to be paid)	Daily sign off (if applicable)
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours for week				<input type="text"/>	

Company / Client Declaration:

I certify that this total number of hours have been satisfactorily worked and that payment will be made in respect of these hours according to the terms and conditions of business Ref ptob03 which I have received, read and accept as the basis of this transaction.

Print Name:

Position:

Signature of Authorisation: