

# TIMESHEET



Level 1, 89 High Street  
 Kew VIC 3101  
 Phone: 03 9854 6159  
 Fax: **03 9854 6171**  
 Email: payroll@trucarepersonnel.com.au

**Timesheets must be received by Monday 11:00 am**

Timesheet No.: **TP**

Employee Name: .....

Employee ID No: .....

Name of Facility: .....

Facility Location: .....

**PLEASE USE ONE TIMESHEET PER SHIFT**

DAY	DATE	START	FINISH	MEAL BREAK	TOTAL HOURS	DEPT/WARD
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**TEMP STAFF RESPONSIBILITY**  
 Completed timesheets must be received by no later than 11.00am MONDAY for payment to be processed into your account. Incorrectly completed timesheets may result in delayed processing of your pay.

**CLIENT AUTHORISATION**  
 Please check that all details are correct and note that once this record of hours has been authorised by you, no further claim can be recognised by TRUcare Personnel Pty Ltd. Please refer our Terms of Business provided to you.

Employee Signature: .....

Manager/Supervisor Name: .....

Manager/Supervisor Signature: .....