

Employee Timesheet



DATE	
NAME	
COMPANY	
CLIENT NAME	
CLIENT AUTHORITY	

INSTRUCTIONS: Download your timesheet from the website wearetalent.co.nz/lets-talk. Complete your timesheet details using 1/4 hour intervals for start, breaks and finish times. Scan and email a copy of your timesheet to the client you are reporting to, and Talent for payroll processing admin@wearetalent.co.nz. Download a separate timesheet for each company you work for. Timesheets are required by Monday 12pm for payment.

Thanks from We are Talent.

DAY	DATE	START	BREAKS	FINISH	TOTAL HOURS
monday					
tuesday					
wednesday					
thursday					
friday					
saturday					
sunday					
TOTAL HOURS FOR WEEK					