

Temporary Employment Weekly Timesheet

Week Ending Employee Number

Employee Name

Kelly Branch

Client Name

Department/Location

Assignment Continuing? Yes No

Date Worked		Start Time	Lunch Break	Finish Time	Ordinary Hours	Overtime Hours		Special Allowances (pls ✓)				
	Day/ Month					x1.5	x2	Meal	Shift	Travel	Other	Other
MON												
TUES												
WED												
THURS												
FRI												
SAT												
SUN												
TOTAL												

Employee Signature

Client Name

Client Title

Client Signature Date

By signing this timesheet the client agrees:

- Clients do not pay for unworked lunch breaks.
- Kelly Temporary Employees are paid to the nearest quarter hour.
- Your signature verifies that the hours and allowances shown on this timesheet are true and correct.
- Client signature acknowledges acceptance of Kelly Terms of Business.
- That if the temporary employee(s) on this timesheet, are employed by us either directly or through any other agency as a permanent or temporary member of staff within a period of six months from this date, we will enter into a contract with Kelly Services for a permanent or temporary fee at standard or contract rates.

Employee Instructions: Complete your timesheet daily. Rule out entire row for days not worked and mark through any non applicable areas. Fax copy to reach Kelly NO LATER THAN 9AM MONDAY.

Client Instructions: Please retain a copy of this timesheet for your records. Copies of timesheets cannot be issued without a written request. Please mark through any blank spaces prior to signing this timesheet, particularly in the overtime and allowances columns.

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