



Artimis Model Agency

an eye for talent

Temporary Workers & Promotional Staff Timesheet

Clients Name	Temp Name
Client Address	Type of Work
	Assignment Number
	Week Ending Date / /
Notes	

TO EMPLOYEE: use nearest quarter hour (do **NOT** include lunch break)

Date Worked	Basic Hours	Overtime Hours	Notice to Temporary Staff
Monday	/ /		<p>It is most important that all details are inserted on this timesheet UPON COMPLETION of the weeks work and that it is checked and signed by you.</p> <p>It must then be signed where indicated by an authorised person on behalf of the client.</p> <p>This signed timesheet must be returned to the agency by 9AM on MONDAY or we cannot guarantee your wages will be paid on time.</p>
Tuesday	/ /		
Wednesday	/ /		
Thursday	/ /		
Friday	/ /		
Saturday	/ /		
Sunday	/ /		
Total Hours Worked this Week			

FOR TEMPORARY STAFF: I hereby certify that the above is a correct record of the hours I have worked and that I accept the conditions of work supplied to me.

Signature

Date

FOR CLIENT: I hereby certify that the total hours worked as shown above are a correct record of the hours worked by the temporary worker and I accept the terms and conditions for the introduction of temporary staff as per our contract.

**Authorised
Signature**

Date

INSTRUCTION TO TEMP: RETURN TO ARTIMIS BY 9AM MONDAY