



Polyglot Group Pty Ltd

Melbourne

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WEEK STARTING DATE:									
COMPANY:					EMPLOYEE'S NAME:		
	DAY	DATE	TIME START	TIME FINISH	LESS LUNCH PERIOD	TOTAL HOURS	OFFICE USE ONLY		
	MON						<i>JOB.....</i>	<i>HOURS</i>	<i>RATE</i>
	TUES						<i>Ord.</i>		
	WED						<i>1 1/2 Time</i>		
	THU						<i>2 Time</i>		
	FRI						<i>2 1/2 Time</i>		
	SAT						<i>AUTHORISED EXPENSES</i>		
	SUN						<i>(MEAL ALLOOWANCE / OTHER):</i>		
ALL ABOVE HOURS (to nearest 1/4 hour)							TOTAL		

Assignment: **Continuing** **Yes / No** **Finishing** **Yes / No**

<i>EMPLOYEE</i>	<i>CLIENT APPROVAL</i>
<p>This record of hours worked is correct and has been approved by an authorised employee of the Client Company. No injury has been sustained during the course of this week's work.</p> <p>SIGNED:.....</p>	<p>As an authorised of the above Client Company, I confirm that this record of hours is correct and the temporary employee performed required duties satisfactorily I am not aware of any injury sustained by the employee during the hours of works authorised by this sheet.</p> <p>SIGNED:.....</p>

**PLEASE FAX TO YOUR POLYGLOT CONSULTANT ON (03) 96 14 83 49 BY MONDAY 9am
 SHARP OR WAGES WILL BE DELAYED TO THE NEXT WEEK**

Please Note: Should one of our Temps become a permanent member of your staff (either temporary or permanent) within 12 months of completing an assignment, our permanent placement fee will apply as stated in our "Terms of Business" and be invoiced to the client.