



# Time Sheet

**For Australia Only**

Fax: 1800 103 651  
Hotline (Phone): 1300 363 377

**For New Zealand Only**

0800 678 636  
0800 363 377

Week Ending:  
**Sunday**

		20	
Day	Month		Year

Form No. 212

Employee No :

Booking No :

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Employee Name :

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Centre/School Name :

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	DD/MM	Start Time (HH:MM)	Finish Time (HH:MM)	Unpaid Break (HH:MM)	Total Hours (HH:MM)
Example		0 8 : 3 0	1 7 : 0 0	0 0 : 3 0	0 8 : 0 0
Mon	/	:	:	:	:
Tue	/	:	:	:	:
Wed	/	:	:	:	:
Thu	/	:	:	:	:
Fri	/	:	:	:	:
Sat	/	:	:	:	:
Sun	/	:	:	:	:
<b>Total for Week :</b>					:



Authoriser's Name :

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Your Randstad Office (e.g. Sydney, Auckland):

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Authoriser's Signature

Employee Signature

**Please fax to the pay office by 6:00 pm Sunday.**

*The fax number should only be used for time sheets.*

Comments:

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Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 14 days upon presentation (as highlighted on our website). **No payment will be made without a time sheet signed by the authoriser.**

