



WEEKLY TIMESHEET

FAX: 08 9721 1412
 bunbury@kigroup.com.au

The pay week runs from **Monday to Sunday**. In order for KI Recruitment to successfully process your wages your timesheet needs to be faxed or emailed to KI Recruitment by **10am Monday**. Your wages will be deposited into your bank account on the **Thursday** of the same week. Please ensure that this timesheet has been signed by your supervisor prior to sending. If you fail to send on time or if the timesheet is unsigned we will be unable to process your pay.

Full Employee Name:

Company Name:

Week Ending Date:

Site Location:

Position:

KI Job Number:

	Date	Shift	Start	Finish	Breaks	Travel	Total Hours
Monday		D/S N/S					
Tuesday		D/S N/S					
Wednesday		D/S N/S					
Thursday		D/S N/S					
Friday		D/S N/S					
Saturday		D/S N/S					
Sunday		D/S N/S					
Total Hours							

Attn: Supervisor - By signing this timesheet you are authorising that the work conducted by the KI Recruitment employee was completed. KI will pay and invoice you in accordance with the hours on this timesheet. Changes to the hours or invoice cannot be made once this timesheet is processed. Please double check before signing.

Employee Signature

Supervisors Name

Supervisors Signature