

# MAGNUM PERSONNEL

## MONTHLY TEMPORARY EMPLOYEE TIMESHEET – January 2019

**TEMP EMPLOYEE NAME:** \_\_\_\_\_

	Week 1: 01/01 to 04/01			Week 2: 07/01 to 11/01			Week 3: 14/01 to 18/01			Week 4: 21/01 to 25/01			Week 5: 28/01 to 31/01		
	Time in	Lunch	Time out	Time in	Lunch	Time out	Time in	Lunch	Time out	Time in	Lunch	Time out	Time in	Lunch	Time out
<b>Monday</b>															
<b>Tuesday</b>															
<b>Wednesday</b>															
<b>Thursday</b>															
<b>Friday</b>															
<b>Total Hours:</b>															
<b>Saturday</b>															
<b>Sunday</b>															

**Line Manager Name:** \_\_\_\_\_

**Line Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HR Manager Name:** \_\_\_\_\_

**HR Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Temp Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE:**

Should any time be taken off after the payroll has run, the necessary adjustments will be made on the following month's payroll.