

# MAGNUM PERSONNEL

## MONTHLY TEMPORARY EMPLOYEE TIMESHEET – February 2018

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

	Week 1: 01/02 to 03/02			Week 2: 04/02 to 10/02			Week 3: 11/02 to 17/02			Week 4: 18/02 to 24/02			Week 5: 25/02 to 28/02		
	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.