

MAGNUM PERSONNEL

MONTHLY TEMPORARY EMPLOYEE TIMESHEET – December 2019

TEMP EMPLOYEE NAME: _____

	Week 1: 01/12 to 07/12			Week 2: 08/12 to 14/12			Week 3: 15/12 to 21/12			Week 4: 22/12 to 28/12			Week 5: 29/12 to 31/12		
	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
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Total Hours:															

Saturday															
Sunday															

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.