



ADDRESS

Level 7, 91 Phillip Street
Parramatta, NSW 2150

COMPANY NAME

Kristala Recruitment Pty Ltd

TEL (02) 9893 1816

ACN 155 613 031

Please complete, sign and have authorised by your supervisor.

FAX (03) 8663 6780 or

EMAIL natrecpay@au.gt.com

Your payroll will be processed within two (2) working days of receipt.



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TIMESHEET

FRANCHISE ID pault@natrec.com.au

Company Name _____

Your Name _____

Supervisor's Name _____

Your Signature _____

Supervisor's Signature _____

Your Temp ID _____

Department Worked _____

This is to certify the below hours are correct and approved for payment.

| DATE | DAY | START TIME | FINISH TIME | LESS BREAKS | TOTAL HRS | OVERTIME | SHIFT |
|--|-----------|------------|-------------|-------------|-----------|----------|-------|
| | Monday | | | | | | |
| | Tuesday | | | | | | |
| | Wednesday | | | | | | |
| | Thursday | | | | | | |
| | Friday | | | | | | |
| | Saturday | | | | | | |
| | Sunday | | | | | | |
| TOTAL HOURS FOR WEEK (NEAREST 1/4 HOUR) | | | | | | | |

1. A timesheet that is not clear or complete will NOT be processed.
2. Your details and ALL company details of where you have worked must be completed.
3. Total hours column must be completed (start, finish and break time must also be clearly filled in).

4. Timesheets must be submitted by either FAX (03) 8663 6780 or EMAIL natrecpay@au.gt.com by no later than 1pm on a Tuesday or 1pm on a Thursday. After these times timesheets will not be processed until the following pay run (following Thursday or Tuesday).

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