



**TIME SHEET - FORTNIGHTLY**

Email Time Sheet to Bayside Personnel



WEEK ENDING (Sunday) \_\_\_\_\_  
*(Insert Sunday's Date)*

MON		TUE		WED		THU		FRI		SAT		SUN		TOTAL	
Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins

WEEK ENDING (Sunday) \_\_\_\_\_  
*(Insert Sunday's Date)*

MON		TUE		WED		THU		FRI		SAT		SUN		TOTAL	
Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins

**Specialist Recruitment**

**Bayside Personnel Pty Ltd**

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 ABN 65 402 285 164

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**TIME SHEETS**

Email to:  
 timesheet@baysidegrp.com.au  
 with the following subject line:  
 Timesheet / "Your Bayside Personnel  
 Consultant's Name" / "Your Name"

Or Fax to: (03) 9866 4992

www.baysidepersonnel.com.au

Part of the *Bayside Group*

**SUBCONTRACTOR / FIXED TERM EMPLOYEE** \_\_\_\_\_  
*(Bayside Representative) (Please print your name) (Signature & Date)*

(Should you require more time sheets, they can be downloaded from our website from the *At Work* menu)

Approval of this time sheet is deemed acknowledgment that the tasks have been performed to the satisfaction of the Principal, and of the Principal's continued acceptance of our Terms & Conditions issued with the Contract letter and subsequent invoice(s).

**PRINCIPAL** \_\_\_\_\_  
*(Please print client name)*

**APPROVED BY** \_\_\_\_\_  
*(Supervisor) (Please print name) (Signature & Date)*