

cavanagh & associates ltd – timesheet

candidate name:

week ending:

company:

reporting to:

day	start time	end time	lunch	total
<i>eg:</i>	<i>8.30</i>	<i>5.00</i>	<i>0.30</i>	<i>8.0</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

total hours worked

candidate's signature:

authorised client signature:

name of authorised signature:

This timesheet is to be completed accordingly, signed by an authorised staff member within the organisation (as named above) and emailed to timesheets@cavanagh.co.nz from the client's email address.

Receipt of this timesheet is a form of confirmation of hours worked and satisfaction in the work completed by the candidate.

Timesheets must be received by end of business on Friday to ensure payment by the following Tuesday.