Robert Half

# TIMESHEET

**Fax or email by 10am on the last business day of the month**

**FAX** your timesheet to: 30114692 or
**EMAIL** your timesheet to hktimesheets@roberthalf.com.hk

**FOR PAYROLL QUERIES PLEASE CALL 800 448 1664**

**PLEASE ENSURE YOU SELECT YOUR DIVISION:**

☐ Finance & Accounting ☐ Management Resources ☐ Robert Half Technology

| | | | |
|---|---|---|---|
| **Client** | | **Employee name** | |
| **Address** | | **Month ending** | October 2016 |

**PLEASE ENTER TIME TO THE NEAREST QUARTER OR DAY**

| WEEK END DATE | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|---|---|---|---|---|---|---|
| 02/10/2016 | | | | | | 1 Public Holiday | 2 |
| 9/10/2016 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 16/10/2016 | 10 Public Holiday | 11 | 12 | 13 | 14 | 15 | 16 |
| 23/10/2016 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 30/10/2016 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31/10/2016 | 31 | | | | | | |

**I certify that the hours and days shown on this timesheet are correct and were worked by me at the client above.**

**Candidate Signature** _____ **Date** _____

**CLIENT APPROVAL**
**The total hours as shown on this timesheet are correct. By signing this Client Approval we acknowledge our receipt and acceptance of the Terms of Business, the general conditions of assignment and the terms of payment.**

**Client signature** _____ **Position**_____**Date**_____

**Client Name (Print)** _____

**Visit our website at www.roberthalf.com.hk**

**© 2007 Robert Half International Pte. Ltd. All rights reserved. An Equal Opportunity Employer.**
**Rev 0509**