



TBC HR CONSULTING (S) PTE LTD
 79 Anson Road
 #11-04
 Singapore 079906
 Tel: 6222 5282 Fax: 6222 5882

PMM DIVISION: TIMESHEET- PRODUCTION

Consultant in Charge:

Client's Details		Employee's Details	
Name	:	Name (As in NRIC)	:
Address	:	IC Number	:
		Telephone	:
Person-in-Charge	:	Date Of Birth	:
Department	:	Employee's Signature	:

Day	Date	Time Started	Authorized Signature	Time Finished	Authorized Signature	Less Break	Authorized Signature	No. of Hours	Location
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									

Sub Total

Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									

Sub Total

Grand Total

Note to all Temporary Staff:

All Timesheets must be signed and stamped by the client, otherwise considered invalid.

Candidates would need to be responsible to provide their Personal Bank Account Number for their salary to be process

All salary will be by GIRO. In the event that bank account number provided by the candidate is inaccurate or wrong or

DOES NOT BELONG to the candidate \$5 will be impose to the candidate

* GIRO DATES is the date the bank process your pay, your pay will be in your bank THE NEXT WORKING DAY

Please fill up the time sheet as per completed week (Mon-Sun) and do not separate days in a week to next form.

Original Timesheets must be received by TBC HR Consulting (S) Pte Ltd as per following dates and time:-

Timesheets Cut-Off Dates	*Giro Dates
5 th of every month before 5.30pm	15 th of every month
20 th of every month before 5.30pm	30 th / 31 st of every month

* If 5th and 20th fall on Saturday / Sunday timesheet(s) must be submitted before 5.30pm on Friday

- Late receipt of Timesheets will be processed on the next processing date stated above.
- If the original timesheet is not submitted to and received by us within two (2) months from the end of each work period, TBC HR Consulting (S) Pte Ltd shall not be liable to make payment to you for any work done in respect of such period.

This signatory approval contained hereon certifies that the hours as quoted are correct, that work was performed to a satisfactory standard and that payment will be made within the specified terms. It is agreed that the Client will not entrust TBC HR Consulting (S) Pte Ltd's with responsibilities such as handling of cash, negotiables or other valuables without permission of TBC HR Consulting (S) Pte Ltd which will only be granted if an employee's specific duties necessitate such. In view of the services rendered by TBC HR Consulting (S) Pte Ltd, it is agreed that the Client will not offer permanent or temporary jobs direct to TBC HR Consulting (S) Pte Ltd's employees assigned to them. Should the Client wish to offer any permanent employment to any TBC HR Consulting (S) Pte Ltd's employees who worked for that Client, the Client shall pay to TBC HR Consulting (S) Pte Ltd a permanent placement fee of 80% of the employee's first month's salary with the Client.

Authorized Signature

Company Stamp

Corporate URL: <http://www.tbcareers.com>

Thinking Believing Connecting