



**RECRUITMENT DIVISION
OFFICIAL TIMESHEET
(CONTRACT STAFF)**

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

CLIENT'S DETAILS

Name : _____

Address : _____

Person-in-charge : _____ Department: _____

EMPLOYEE'S DETAILS

Name (As in NRIC): _____

IC Number : _____

Bank : _____ A/c : _____

Employee's Signature : _____

Assignment Continuing Assignment Ceasing Last Day:

Note to all Contract Staffs:-

- All Timesheets must be signed and stamped by the client, otherwise considered invalid.
- **Original** Timesheets must be received by TBC HR Consulting (S) Pte Ltd.
- **The Cut-off Date for the submission of Timesheets shall be the last day of the month by 5.30 pm. In the event that 30th / 31st falls on a Saturday, Sunday or Public Holiday, Timesheet must be submitted 1 working day before.**
- Pay Day will be on the 5th of next month. In the event that 5th falls on a Saturday, Sunday or Public Holiday, Pay Day will be the next working day.

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 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 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.

Day	Date	Time started	Time finished	Less lunch	Normal hours	OT 1.5	OT 2.0
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Sub Total							

Day	Date	Time started	Time finished	Less lunch	Normal hours	OT 1.5	OT 2.0
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Sub Total							

Grand Total _____

Authorized Signature (CLIENT)

Company Stamp (CLIENT)