



**RECRUITMENT DIVISION
OFFICIAL TIMESHEET
(TEMPORARY 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: _____

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 _____

EMPLOYEE'S DETAILS

Name (As in NRIC): _____

IC Number : _____

Employee's Signature: _____

Assignment Continuing Assignment Ceasing Last Day:

Note to all Temporary 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.
- 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.
- Timesheet which are submitted late will be processed on the next processing date as stated.
- Candidates would need to be responsible to provide their Personal Bank Account Number for their salary to be process
- All salary will be 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.
- Do note that CPF Contribution is according to payroll period.
- * **GIRO DATES** is the date the bank process your pay, your pay will be in your bank **THE NEXT WORKING DAY**

<i>Timesheets Cut-off Dates</i>	<i>*Giro Dates</i>
5th of every month by 5.30 pm	15th of every month
20th of every month by 5.30 pm	30th/31st of every month

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.

*** If 5th/20th fall on Saturday / Sunday / Public Holiday timesheet (s) must be submitted before 5.30pm on Friday or a day before.**

Authorized Signature (CLIENT)

Company Stamp (CLIENT)