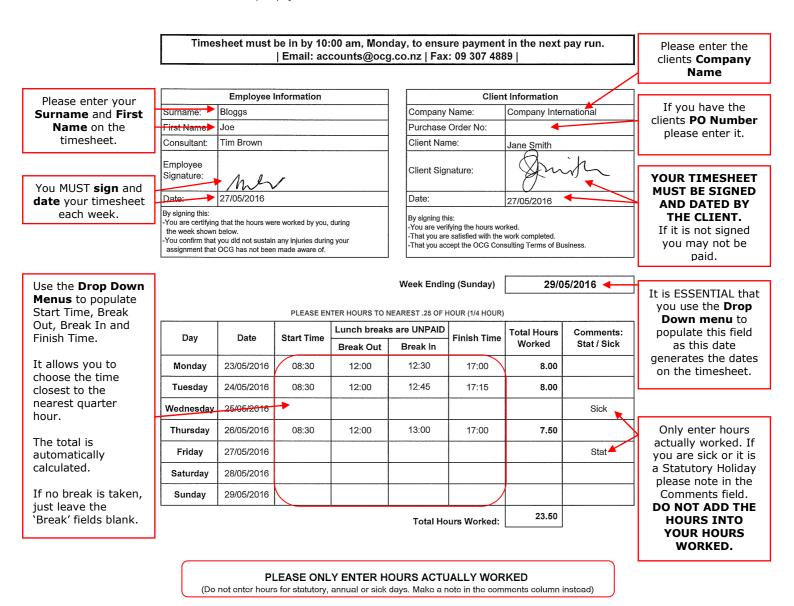
GUIDELINES FOR COMPLETING YOUR TEMP TIMESHEET

Timesheets can be downloaded at www.ocg.co.nz, which can be opened as 'read only' then 'save as'. You can then enter the 'Employee Information' and 'Client Information' and save it somewhere for your convenience, this way you will only need to change the week ending date and times worked each week.



TEMPORARY STAFF TIMESHEET



A SEPARATE HOLIDAY PAY REQUEST FORM MUST BE SUBMITTED BEFORE HOLIDAY PAY
WILL BE PAID OUT (This includes termination holiday pay)

PLEASE USE EXCEL TO FILL IN THIS FORM, YOUR HOURS WILL AUTO CALCULATE

ROUNDING HOURS WORKED:

Please ensure you round hours to the **nearest ¼ hour**.

For example:

8.10am should be noted at 8.15am

7.35am should be noted as 7.30am

8.50am should be noted at 8.45am