



LOCAL PEOPLE FOR LOCAL BUSINESS!

PLEASE FAX TIMESHEET BY MONDAY 12PM NOON
TO 9997 5641 OR EMAIL ACCOUNTS@TEMPNET.COM.AU

Timesheet



Temporary's name

Company

Address

Reporting to

Department

DAY	(DD/MM/YY)	Start Time	Finish Time	- Meal Break	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total authorised hours for the week ending (ROUND TO CLOSEST 15 MINS)					

EMPLOYEE

I verify this to be a true record of my hours worked this week. I have read, accepted and understood the conditions of my casual employment with Tempnet Personnel Placement Pty Ltd signed during my registration. I also understand that;

- ✓ I will be paid for the amount of authorised hours subject to the relevant industry award and my work classification (including a 25% casual loading) this loading shall be paid in lieu of all leave and severance pay.
- ✓ It is a requirement that a minimum 30 minute break is taken after 5 hours.
- ✓ Overtime requires client approval and will be calculated in accordance with the relevant industry award.
- ✓ Unauthorised timesheets will not be processed and will be returned.
- ✓ My pay may be held over to the following week if the timesheet has not been received by Tempnet within the time required.
- ✓ From a WH&S perspective, have there been any changes in the past week to your Job duties/Equipment Used/Work Location:

No Yes If yes please detail:

Casual Employee Signature:

I have worked the above hours and no injuries were sustained.

CLIENT AUTHORISATION

I have verified that hours on this form are correct and work has been performed to our satisfaction.

Please select: The candidate assignment is:

Continuing Completed

Client Signature:

Client signature includes acceptance of Tempnet Personnel Placements Terms of Business