

# TIMESHEET

**FAX: 02 9891 4688**

<b>Employee Name:</b>	<b>Position:</b>
<b>Client Company:</b>	<b>Address:</b>
<b>Employee reports to:</b> (if more than one person, please provide details)	<b>Department:</b>
<b>Phone No:</b>	<b>Week Ending:</b> (Sunday's date)

**Upcoming Availability**

Assignment:  Continuing or  Completed Please tick  
 For week commencing Monday \_\_\_\_\_ to Sunday \_\_\_\_\_ please indicate your availability to work in the table below

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Are you available to work? (Yes / No / Not sure). Please indicate if you can only work certain hours.							

**Hours Worked:**

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Finish Time							
Less Lunch							
Total Hours							

**Employee Declaration**

I hereby confirm that the hours set out above were worked by me. No injuries were sustained. My work was carried out in accordance with the collective agreement and my letter of assignment that I understand governs my employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office use only**
**TOTALS**

Ordinary Time								Ordinary Hours
Overtime (T-½)								Time ½
Overtime (D)								Double Time
Overtime (DT- ½)								Double Time & ½

**Client's Declaration**

On behalf of the Client Company, I confirm that the hours set out in the above table, were worked by the Active Recruitment employee named on this Timesheet. On behalf of the Company, I confirm payment will be made to Active Recruitment Pty Ltd in accordance with the Terms and Conditions of business between Active

Recruitment Pty Ltd and \_\_\_\_\_

Supervisor's Name and Position \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**Terms and Conditions of Business**

- The hiring of casual staff from Active Recruitment Pty Ltd constitutes acceptance of Active Recruitment Pty Ltd's Terms and Conditions of Business. These Terms and Conditions of Business are set out in the following paragraphs and also the document entitled Terms of Business that has been provided by Active Recruitment Pty Ltd to your Company.
- Rates are subject to change without notice in the event of award variations and legislation affecting statutory payroll costs requirements and will apply from date of variation.
- Fees are due and payable on receipt of invoice.
- Hourly rates are inclusive of all applicable award conditions, including (but not limited to) salary, superannuation, annual holiday pay, sick pay, public holidays, workers' compensation, public liability and professional indemnity insurances, payroll tax, government returns and any related payroll processing costs.
- Hours worked need to be verified and this time sheet signed by an authorised Company representative.
- Your Company is required to provide a safe working environment as required under the Occupational Health and Safety legislation. The workplace must also be free of unlawful discrimination and sexual harassment. Any matter involving any employee must be reported to Active Recruitment Pty Ltd immediately.
- Should a Client or any associate or subsidiary company appoint any member of our casual staff to its own staff, on a casual or permanent basis during an assignment or within (12) twelve months after the completion of a casual assignment the Company will incur a fee, as per our Terms and Conditions of Business.