



**Signed timesheet to be faxed by
4.00pm FRIDAY
Fax: 07 3221 8044**

Temporary Name: _____ Reporting To: _____
 Company Name: _____ Phone Number: _____

Week Ending Friday ____ .. / ____ .. / ____ ..							
Date	Start Time	Finish Time	Lunch	Total Hours less lunch	OFFICE USE ONLY		
					1.0	1.5	2.0
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
TOTAL HOURS TO NEAREST ¼ HOUR							

Temporary Certification

- I have worked the stated hours and no injuries were sustained.
- I acknowledge that until the client has signed this timesheet no payment will be made to me.
- Should the hours paid by Stenhouse Recruitment Services not correspond with a client authorised timesheet, I give permission for my pay to be adjusted accordingly in following weeks.
- In signing this form I reconfirm my agreement to maintain confidentiality on behalf of this client and the Agency.

Temporary Signature: _____ Date: ____ .. / ____ .. / ____ ..

Client Authorisation

I verify that hours stated are correct and work was performed in a satisfactory manner.
 I accept the Terms and Conditions of Business under which temporary staff are supplied as provided from time to time.
 Temporary staff are supplied on the understanding that accounts are strictly net seven (7) days.
 All salaries, income tax deductions, payroll tax, Work Cover and award superannuation are the responsibility of Stenhouse Recruitment Services.
 Temporary staff are under the supervision and control of the Client in the performance of each job and as such the Client must ensure the workplace is safe and that the Temporaries are adequately insured under the Client's policy.
 In the event that a Temporary is offered and accepts permanent or temporary positions through the client either during or within 12 months of a completion date of their assignment a full permanent fee or a daily temp rate will be charged.
 In compliance with Arbitration decisions existing rates are subject to change from time to time.
 Overtime rates apply under provision of respective Government Awards and conditions.
 All fees charged are subject to 10% GST.

Client Signature: _____ Print Name: _____ Date: ____ .. / ____ .. / ____ ..