

EMPLOYEE TIMESHEET (July 2007)

EMPLOYEE NAME: _____
 CLIENT / COMPANY: _____
 CLIENT ADDRESS: _____
 CONTACT NUMBER: _____
 WEEK ENDING: _____



Please fax your timesheet to your local GWS Personnel Office by 7pm every Friday, or at the completion of the last day of the assignment

	Date	Time Started	Time Finished	Less Breaks	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours this week to nearest quarter hour						
Travel Allowance _____ km @ _____ /km						
Meal Allowance						
Other						

EMPLOYEE/CONTRACTOR SIGNATURE: _____

Employee/Contractor signature certifies:

1. I have worked the above hours and no injuries were sustained or caused by me.
2. I understand my hourly rate includes casual/holiday pay loading and all other award and statutory entitlements.
3. I acknowledge that the Temporary Employment Agreement signed by me previously applies to this assignment.

SUPERVISOR'S NAME: _____ **SUPERVISOR'S SIGNATURE:** _____

Client signature certifies:

1. That the hours worked as set out on this timesheet are correct.
2. That the work performed was to your satisfaction.
3. That no injuries were occasioned or sustained by the employee / contractor.
4. That you have read and accepted Smalls Recruiting's Term's and Conditions of Service.

Is Temporary assignment continuing next week? (please circle) Yes No

Fax to your local GWS Personnel office:

PARKES: (02) 6862 6052 • ORANGE: (02) 6361 9986 • DUBBO: (02) 6885 1864 • WAGGA WAGGA (02) 6925 9062

Please note: Monies will not be paid until a timesheet has been signed off by you and by your **supervisor**

EMPLOYEE INSTRUCTIONS

1. If for any reason you cannot report to an assignment or if you are going to be late or you require time off you should always advise Smalls Recruiting / GWS in advance.
2. On completion of the assignment (or at the end of each week) please complete the hours WORKED for each day (excluding meal hours) and the total hours WORKED for the week and have this signed by the person to whom you reported on the assignment.
3. A copy of the time sheet should be handed to the client and you should retain a copy for your records.
4. Incomplete, inaccurate or illegible time sheets may cause your pay to be delayed. Please print clearly. To ensure prompt payment of your monies, please ensure there is no delay in despatching your timesheet to Smalls Recruiting / GWS.
5. Holiday pay, loadings, public holidays and sick pay are included in your hourly rate and are therefore included in your weekly wage.
6. Rates may vary according to classification and length of assignment. As you are employed by Smalls Recruiting / GWS any questions regarding rates should be directed to your consultant at Smalls Recruiting / GWS.
7. You agree that under no circumstances will you seek or accept a direct offer of temporary or permanent employment from any of Smalls Recruiting / GWS clients or their affiliated companies without first discussing this with Smalls Recruiting / GWS.

If you have any queries please contact your local GWS Personnel office.

PARKES
 16 Welcome Street
 PARKES NSW 2870
 Tel: (02) 68626061

ORANGE
 162 Kite Street
 ORANGE NSW 2800
 Tel: (02) 63611112

DUBBO
 23 Church Street
 DUBBO NSW 2830
 Tel: (02) 68841298

WAGGA WAGGA
 135-137 Peter Street
 WAGGA WAGGA NSW 2650
 Tel: (02) 6931 9070

www.gwspersonnel.com.au or email enquiries@gwspersonnel.com.au

