TIME SHEET

PENINSULA PERSONNEL RECRUITMENT SERVICES PTY.LTD
ABN 69 069 423 561
SUITE 30/22 FISHER ROAD DEE WHY 2099
TELEPHONE: **9972 2944**

Fax or email timesheet by **5.30pm Friday to 9972 2041 / info@peninsulapersonnel.com.au**

Please advise if continuing or finishing assignment: é é ...é é é é é é é é é .é é é é

Please advise your availability:é é é é é é é é ..é é é é é é é é é é é é é ..é é é .

Please advise if you would like to collect or bank your wages:é é é é é é é é é ..é é .

Week Ending Date: _____ / _____ / _____

DATE	DAY	START TIME	FINISH TIME	LUNCH BREAK	TOTAL HOURS	OVERTIME APPROVAL OVER 10 HOURS
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					
CLIENT TO INITIAL FOR OVERTIME APPROVAL - OVER 38 HOURS				**TOTAL HOURS FOR WEEK**		

EMPLOYEE SIGNATURE

I HAVE COMPLETED THE ABOVE HOURS AND NO INJURIES WERE SUSTAINED. NOTE: WAGES WILL NOT BE PAID UNLESS A TIME SHEET IS SIGNED BY YOU AND THE CLIENT AND RETURNED TO PENINSULA PERSONNEL

EMPLOYEE NAME.....

COMPANY NAME.....

REPORT TO.....

DEPARTMENT.....

HOURS.....

ESTIMATED DURATION.....

PHONE.....

ADDRESS.....

.....

CLIENT AUTHORISATION

I verify that the hours listed are correct and that the work has been performed to a satisfactory manner. I understand that the On-Hire Casual is supplied in compliance with Peninsula Personnelôs Terms of Business.

Should we as the host employer; employ the On-Hire Casual who is currently assigned or whose assignment terminated in the last six (6) months in any permanent, part-time, casual, contract or consultancy capacity for a limited or unlimited period we will be liable for a placement fee.

Peninsula Personnelôs minimum fee of $1500 would be payable through to a full placement fee depending on the conditions of employment.

CLIENT SIGNATURE.....

NAME PRINTED.....