



A Division of Top Office Personnel Pty Ltd

PER003A (Version 10)

HEAD OFFICE/PAYROLL SECTION

9 Darling Street, Ipswich, 4305

Telephone: 3812 2920 Facsimile: 3812 3552

www.topoffice.com.au

WEEKLY TIMESHEET

Please fax to 3812 3552 by 5:00pm every THURSDAY to ensure payment is processed

Week Ending Thursday, / /20.....

Temporary Employee Name:	
Organisation Name:	
Section:	
Supervisor (Name and Title):	
Contact Telephone:	

DAY	DATE	ARRIVAL TIME	LUNCH DURATION	DEPARTURE TIME	TOTAL HOURS WORKED	OFFICE USE ONLY				
						✓	1x	1.5x	2x	2.5x (PH)
Friday										
Monday										
Tuesday										
Wednesday										
Thursday										
Other										
Other										
					TOTAL HOURS					

PLEASE NOTE:

- Overtime penalties are incurred when working in excess of 8 hours/day and/or 38 hours/week - no overtime should be undertaken unless requested (and authorised) by your supervisor.
- If working over 5 hours/day, a minimum 30 minute lunch break is required.
- There is a minimum 4 hour charge per day.

Additional Allowances (if applicable): Shift Allowance: Meal Allowance:

Have there been any changes to the temporary assignment? No Yes, provide details:

Tick One Box: Assignment Continuing Assignment Finished

I HEREBY CERTIFY THAT THE HOURS AND THE INFORMATION STATED ABOVE ARE TRUE AND CORRECT

Employees Signature:	
Date:	
Supervisors Signature:	
Date:	

- This timesheet cannot be processed unless authorized. By authorising this timesheet you acknowledge that the details shown on this timesheet are correct and will form the basis of the pay to our temporary employee and the invoice to our client.
- If this timesheet is not received by 5:00pm on Thursday, pay will not be processed until the following weekly pay period. Please call us on 3812 2920 if you are experiencing problems with getting your timesheet in on time.
- Additional timesheets can be downloaded from www.topoffice.com.au