



A Division of Top Office Personnel Pty Ltd

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	MEAL BREAK/S	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 may be incurred when working in excess of 8 hours/day and/or 38 hours/week - no work should be undertaken outside of your ordinary hours unless requested (and authorised) by your supervisor.
- For every 5 hours worked per day, a minimum 30 minute (maximum 60 minute) meal break (unpaid) is required to be taken before resuming work.
- Employees working between three and eight hours per day must be allowed a 10 minute rest interval (paid) at a time suitable to business operations (two 10 minute paid rest intervals must be allowed if working 8 hours and over per day)
- Casual employees are entitled to a minimum payment of three hours' work.
- The casual hourly rate is inclusive of a 25% casual loading and therefore, you will not be eligible to be paid for any form of leave; redundancy; or public holidays if you are not at work.

Additional Allowances (if applicable):	<input type="checkbox"/> Shift Allowance:	<input type="checkbox"/> Meal Allowance:
	<input type="checkbox"/> Travel Allowance:	<input type="checkbox"/> Other:
Have there been any changes to the temporary assignment?	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details:	

Tick One Box:	<input type="checkbox"/> Assignment Continuing	<input type="checkbox"/> Assignment Finished
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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 authorised. 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.
- Scanned timesheets may be emailed to personnel@topoffice.com.au as an alternative to faxing.
- Additional timesheets can be downloaded from www.topoffice.com.au