



A Division of Top Office Personnel Pty Ltd

PER003A (Version 9)

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										
					TOTAL HOURS					

PLEASE NOTE: Overtime penalties are incurred when working in excess of 8 hours/day or 38 hours/week - no overtime should be undertaken unless requested (and authorised) by your supervisor. If working over 6 hours/day, a minimum 1/2 hour lunch break is required.

Additional Allowances (if applicable):

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.
- 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