

**Signed timesheet to be received by  
5.00pm FRIDAY  
Fax: 07 3221 8044  
Email: info@stenhouse.biz**



Temporary Name:	Reporting To:
Company Name:	Phone Number:

**WEEK ENDING FRIDAY ...../...../.....**

Day	Date	Start Time	Finish Time	Lunch	Total Hours less Lunch	OFFICE USE ONLY		
						1.0	1.5	2.0
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
TOTAL HOURS TO NEAREST ¼ HOUR WORKED								

**Temporary Certification**

- This timesheet has been signed by my direct Manager on this assignment.
- I acknowledge that until the client has signed this timesheet no payment will be made to me.
- I have worked the stated hours and no injuries were sustained.
- Should the hours paid by Stenhouse Recruitment Services not correspond with a client authorised timesheet, I give permission for my pay to be adjusted accordingly in following weeks.
- I understand that I am employed as a casual and as such receive a casual loading in lieu of paid leave and other entitlements associated with permanent employment.
- Termination of this assignment does not of itself constitute termination of employment. The assignment may change or terminate without reason and I understand there is no right to ongoing employment on any particular assignment or in regard to future assignments.
- If I am absent from work for a period of three consecutive rostered shifts without consent or notification I shall be deemed to have terminated my employment by abandonment.
- In signing this form I reconfirm my agreement to maintain confidentiality on behalf of this client and the Agency.

Temporary Signature: ..... Date: ...../...../.....

**Client Authorisation**

- I verify that hours stated are correct and work was performed in a satisfactory manner.
- I accept the Terms and Conditions of Business under which temporary staff are supplied as provided from time to time.
- Temporary staff are supplied on the understanding that accounts are strictly net seven (7) days.
- All salaries, income tax deductions, payroll tax, Work Cover and award superannuation are the responsibility of Stenhouse Recruitment Services.
- Temporary staff are under the supervision and control of the Client in the performance of each job and as such the Client must ensure the workplace is safe and that the Temporaries are adequately insured under the Client's policy.
- In the event that a Temporary is offered and accepts permanent or temporary positions through the client either during or within 12 months of a completion date of their assignment a full permanent fee or a daily temp rate will be charged.
- In compliance with legislation decisions existing rates are subject to change from time to time.
- Overtime rates apply under provision of respective Government Awards and conditions where applicable.
- All fees charged are subject to 10% GST.

Client Signature: ..... Print Name: ..... Date: ...../...../.....