

Timesheet must be authorized and is due by 6pm Friday (Brisbane time).

e: payroll@empiregroup.careers

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Weekly Timesheet

Temporary Name:	
Client Name:	
Temporary Job Title:	
State:	

Day	Date	Start Time	Finish Time	Breaks	Total Hours	Office Use Only				
						ORD	OT1.5	OT2.0	OT2.5	Meal Allowance
Mon										
Tue										
Wed										
Thur										
Fri										
Sat										
Sun										
Week Ended			Total Hours							

The client acknowledges that:

1. The details shown on the timesheet are correct and such time worked will be invoiced accordingly;
2. The above work was performed in a satisfactory manner;
3. Payment is due as per our Fees & Terms of Business – Seven (7) days;
4. Overtime is time worked in excess of 38 hours/week or outside the ordinary work hours as per the applicable awards;
5. Meal allowance is payable as per the applicable awards;
6. A minimum charge of four (4) hours applies to any temporary assignment.
7. A permanent placement fee will apply when a temporary employee is hired within 12 months of a temporary assignment on a permanent or temporary basis either directly or indirectly by the client, its subsidiaries, associated companies or by referral to another employer, unless otherwise agreed.

Temporary employees must submit their tax and bank details prior to the assignment commencement and notify us immediately of any changes. It is your responsibility to ensure your timesheets are authorized and sent to us by 6pm Friday or payment of your wages may be delayed.

Temporary Signature:	Sign here ⇒
Date:	
Client Signature:	Sign here ⇒
Date:	