

*Your business is our business*



**TIMESHEET**

WEEK ENDING: \_\_\_\_/\_\_\_\_/\_\_\_\_

ON HIRE CASUAL NAME: _____						ON HIRE CASUAL POSITION: _____				
CLIENT CO.: _____						CONTACT: _____				
						<b>FOR OFFICE USE ONLY</b>				
DAY	DATE	START	FINISH	LUNCH	TOTAL	N.T.	T1/2	D.T.	Allow	<b>CLIENT APPROVAL:</b> We agree to the minimum statutory payment of 4 hours for any On Hire Casual  Approval includes verification of hours worked and acceptance of Southside Staffing Solutions' Terms of Business.  Should we directly or indirectly employ an On Hire Casual assigned by Southside Staffing Solutions, we understand that a Permanent Placement fee is payable as per the scale indicated in the Terms of Business.  This is a 7 day account.  <b>CLIENT SIGNATURE:</b> _____
MON										
TUES										
WED										
THURS										
FRI										
SAT										
SUN										
<b>TOTAL HOURS WORKED</b>						On Hire Casual Signature: _____ CONTINUING:    Y    N				

**Timesheets must be signed and emailed to:**

[accounts@southsidestaffing.com.au](mailto:accounts@southsidestaffing.com.au) by **10am Monday**.

**Note: Late timesheets will be processed the following week if not received on time. Please leave a copy with our client and retain a copy for yourself.**