

Your business is our business



TIMESHEET

WEEK ENDING: / /

On Hire Casual Name: -----

On Hire Casual Position: -----

Client Name: -----

Client Contact: -----

						OFFICE USE ONLY			
DAY	DATE	START	FINISH	LUNCH	TOTAL	NT	T1/2	DT	ALLOW
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL HOURS WORKED									

Client Signature: -----

On-Hire Casual Signature: -----

Continuing in Assignment: YES | NO (Please Circle)

CLIENT APPROVAL:

We (the company) 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 our Terms of Business.

Timesheets must be signed and uploaded via Southside Staffing website by 5.00 pm Friday.

<https://southsidestaffing.com.au/upload-time-sheet/>

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.