



Please submit your timesheet by close of business Friday. Fax: 03 8610 2095 Email: payroll@sladegroup.com.au

2012 VIC

Your Employment Details

Your name

Client name

Supervisors name and contact number

Client address

Please ensure all details are properly filled in to avoid processing delays. Incorrect or missing information may result in delay in payment.

Your Hours Worked

DAY	Date	Time Started	Time off for lunch	Time Finished	Total Hours Worked	OFFICE USE ONLY			
						NT	NXT1.5	DT	Allow
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
TOTAL HOURS									

Signatures Please note that unauthorised timesheets will not be paid

Company Authorised Name Company Authorised Signature Date

Contractor Signature Date Tick here if your assignment is continuing →

Terms and Conditions

Client Note :
 Client authorisation confirms that the hour states are true and correct and the work was performed in a satisfactory manner and that the Terms and Conditions of Business have been read and understood. Payment of this account is within 7 days. Minimum booking fee is 4 hours daily. Should this person join your payroll or act as a contractor to your organisation within 12 months of the finishing date of this timesheet, a permanent fee will apply. Slade Group is not responsible for any damage or loss caused by the Associate during their employment with your organisation, as the Associate is under your direction and supervision. You will be billed in accordance with the relevant Federal or State award for the industry/ and, or position, under which the Associate is placed, or as agreed to for the duration of the Associate's placement.

Associate Note :
 Timesheets are the responsibility of the Associate. Please sign and forward it to Slade Group. If you are unable to attend work or have any problems with your assignment obligations, you must contact Slade Group. For a period of 12 months following any placement through Slade Group, you will not under any circumstances, seek, or accept a direct offer of a contract or permanent placement from any such client unless Slade Group is informed. After all the details have been filled in and this timesheet has been signed by your manager, please fax it to Slade Group at the number listed above. Please make a copy of this document for yourself and hand this original back to your manager to file.

Unless otherwise agreed or where a more appropriate modern award exists, all hours will be paid in accordance with the Clerks-Private Sector Award 2010, that is a 38 hour week based in a 7.6 hour day. Overtime will be paid on a daily basis. The first two hours over 7.6 hours daily will be paid at time and a half with double time thereafter. Weekend and Public Holiday penalties apply. Meal allowances will be incurred Mon-Fri after 1.5 hours of overtime.

After all the details have been filled in and this timesheet has been signed by your manager, please fax it to the Slade Group on the number listed above. Please make a copy of this document for yourself and hand this original back to your manager to file.

For copies of the latest version of the timesheet, or to see more about our products and services, please visit our website at www.sladegroup.com.au or contact our Melbourne office on 03 9235 5100