



Please submit your timesheet by close of business Friday. Fax: 02 8569 0598 Email: payroll@sladegroup.com.au

Your Employment Details

Grid of 40 small boxes for identification or tracking.

Your name

Grid of 40 boxes for name entry.

Client name

Supervisors name and contact number

Grid of 40 boxes for client and supervisor information.

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									
TUES									
WED									
THUR									
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

Contractor Signature confirms this form is true and correct in consideration of the Slade Group arranging contract placement with one or more of your companies. I hereby agree that for a period of 12 months following any such placement, I will not under any circumstances, seek or accept a direct offer of a contract or permanent placement from any such client unless your company is informed.

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 requested 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 would apply.

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 Sydney office on 02 9006 8777

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