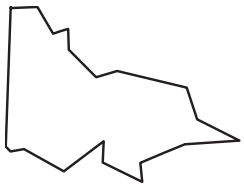
Slade Group

Intimate Knowledge - Invaluable Partners
Recruitment Specialists

ABN 15 052168 892



Contractor Timesheet [VIC]

Fax : 03 8610 2095

Please submit your timesheet by close of business Friday.

2010 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 a 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

Tick here if your assignment is continuing → ☐

Contractor Signature

Date

Terms and Conditions

Contractor Signature confirms this form is true and correct in consideration of Slade Group arranging contract placement with one or more of your company's clients. 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 Slade Group is informed.

Client authorisation confirms that the hours stated 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 organization within 12 months of the finishing date of this timesheet a permanent fee would apply.

Unless otherwise agreed or where a more appropriate common rule award exits, all hours will be paid in accordance with the Clerical and Administrative Employees (VIC) Award 1999 (declared) and Clerical and Administrative Employees Victorian Common Rule Award 2005, that is a 38 hour week based on 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 there after. 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