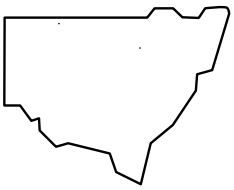
Slade Group

Intimate Knowledge - Invaluable Partners
Recruitment Specialists

ABN 15 052168 892



Contractor Timesheet [NSW]

Fax : 02 9006 8700

Please submit your timesheet by close of business Friday.

2010 NSW EXECUTIVE

Your Employment Details

Your Name

Client Name

Supervisors Name

Client Address

Client Address (cont)

Contact Number - Supervisor

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

Your Hours Worked

DAY	Date	Time Started	Time off for lunch	Time Finished	Total Hours Worked	OFFICE USE ONLY NT	NXT1.5	DT
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 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 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 organization within 12 months of the finishing date of this timesheet a permanent fee would apply.

Unless otherwise agreed overtime is paid and charged in accordance with the Clerical and Administrative Employees in Temporary Employment Services (State) award- first 2 hours over 8 hours per day, and/or 38 hours per week paid at time and a half, anything thereafter double time. Meal allowances paid for any work done after 6pm daily.

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