TIMESHEET

Please fax to (02) 9212 2944 no later than 2pm every Friday
Payments are direct deposited on the following Monday (*please note your bank may take up to 48 hours to process the deposit*).
Please keep as original and make copies as required.

Many temps are offered permanent positions whilst on assignment – ***YOU ARE FREE TO ACCEPT IF YOU SO DESIRE, HOWEVER WE ASK THAT YOU NOTIFY US IMMEDIATELY. ALSO PLEASE NOTIFY US IF THERE IS ANY CHANGE IN YOUR AGREED HOURLY RATE OR END DATE OF CONTRACT AS O & P RECRUITMENT IS YOUR EMPLOYER FOR THIS TEMP/CONTRACT ROLE.***

Employee: _____
Mr/Mrs/Miss *Surname* *Christian Names*

Temporary Position: _____

Company: _____

Week Ending: _____
(Always a Sunday)

Please show time to the nearest quarter hour

	Time commenced AM/PM	Time Finished AM/PM	Less Lunch Break	Hours Worked Normal (8)	Overtime Hours
Mon / /11					
Tues / /11					
Wed / /11					
Thu / /11					
Fri / /11					
Sat / /11					
Sun / /11					
Total Hours:					

Is the booking continuing next week? YES / NO

Authorised Expenses: _____

Details: _____

Employee's Signature: Client's Signature:

_____ _____

NOTE: Wages will not be paid without a timesheet signed by both the temporary and the client. We are guided by the Clerks Temporary Employment Services (State) Award which is subject to change without notice. The temporary named is an employee of O&P Recruitment and in the event of that temporary being offered a permanent position in this company within a 12 month period, a permanent placement fee is payable. One signed copy to go to employer prior to departure.