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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEKLY TIMESHEET** | | | | | | | | | | |
| **Email to** [**timesheets@jkpersonnel.com.au**](mailto:timesheets@jkpersonnel.com.au) **no later than 9am Monday** | | | | | | | | | | |
| **On-Hire Employee Name** | | | | | | | | | | |
| **Position** | | | | | **Host Company** | | | | | |
| In accordance with Health and Safety Legislation you must read and answer the following:   1. Has your work environment changed? Yes 🞏 No 🞏 2. Has your role/job description/responsibilities changed? Yes 🞏 No 🞏 3. Do you need to report a work-related hazard or incident? Yes 🞏 No 🞏 4. Have your details changed? Yes 🞏 No 🞏   **If you have answered Yes to any of these questions, please contact JK Personnel immediately.** | | | | | | | | | | |
| **Day** | **Date** | **Start Time Hrs : Mins** | **Finish Time Hrs : Mins** | **Less Breaks Hrs : Mins** | **Total Hours Hrs : Mins** | **Office Use Only** | **Ord** | **1.5** | **2** | **Allowances** |
| Mon | / | : | : | : | : |  |  |  |  |
| Tue | / | : | : | : | : |  |  |  |  |
| Wed | / | : | : | : | : |  |  |  |  |
| Thu | / | : | : | : | : |  |  |  |  |
| Fri | / | : | : | : | : |  |  |  |  |
| Sat | / | : | : | : | : |  |  |  |  |
| Sun | / | : | : | : | : |  |  |  |  |
| **Total Weekly Hours** | | | | |  |  |  |  |  |

|  |  |
| --- | --- |
| **On-Hire Employee Authorisation** | **Client Authorisation** |
| On-Hire Employee Authorisation confirms the hours worked are true and correct and that the Client has provided a safe workplace | Client Authorisation confirms the hours worked are true and correct, and the work was performed in a satisfactory manner |
| On-Hire Employee Name | Supervisor Name |
| Signature | Signature |
| Date | Date |
| **Important Notes**   * Wages will only be paid on Timesheets signed by both the On-Hire Employee and the Client * All rates are subject to change without notice when affected by a variation in Award or Agreement conditions | **Important Notes**   * Invoices are issued based on the Total Weekly Hours shown above * Minimum booking time for On-Hire Employees is 3 hours Mon-Fri * Invoices are payable within 14 days of issue |