

WEEKLY TIMESHEET

Please fax 3812 3552 OR email to personnel@topoffice.com.au by 5:00pm THURSDAY for payroll processing

Week Ending Thursday, / /20

Temporary Employee Name:	
Worksite Name:	
Section:	
Worksite Supervisor:	
Contact Telephone:	

DAY	DATE	ARRIVAL TIME	MEAL BREAK (UNPAID) (total minutes)	DEPARTURE TIME	TOTAL HOURS WORKED	OFFICE USE ONLY				
						✓	1x	1.5x	2x	2.5x (PH)
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
TOTAL HOURS										

PLEASE NOTE:

- For every 5 hours worked per day, a 30 minute meal break (unpaid) is required to be taken before resuming work.
- Overtime penalties may be incurred when working in excess of 10 hours per day and/or 38 hours/week (or 76 hours/fortnight) and will be calculated based on your industrial agreement (minimum Award entitlements) and any authorized flexible work arrangement (that conforms with Award obligations). No work should be undertaken outside of your rostered casual shift hours unless requested (and authorised) by Top Office Group and/or your supervisor.
- Your casual hourly rate is inclusive of a 25% casual loading in lieu of other entitlements (such as entitlement to paid leave and notice of termination) from which casuals are excluded by the terms of your Award and the NES. As a casual employee, you will be compensated for approved hours worked only (subject to meeting the minimum casual shift duration under your Award) and there is no guarantee of ongoing or regular work.

At a time suitable to the business, the employee must be allowed a paid rest break of 10 minutes if working between 3 and <8 hours per day (or two paid rest breaks of 10 minutes each if working in excess of 8 hours per day). Does the employee certify that they have been allowed this entitlement? Yes No

Additional Allowances (if applicable): Shift Allowance: Meal Allowance:
 Travel Allowance: Other:

Have there been any changes to the assignment? No Yes, provide details:

Tick one box: Assignment Continuing Assignment Finished

I HEREBY CERTIFY THAT THE HOURS AND THE INFORMATION STATED ABOVE ARE TRUE AND CORRECT

Temporary Employees Signature:	
Date:	
Worksite Supervisor Signature:	
Date:	

- This timesheet cannot be processed unless authorized by both the Temporary Employee and the Worksite Supervisor. By authorising this timesheet you acknowledge that the details shown on this timesheet are correct and will form the basis for payroll and invoicing.
- If this timesheet is not received by 5:00pm on Thursday, pay will not be processed until the following weekly pay period. Please call us on 3812 2920 if you are experiencing problems with getting your timesheet in on time.