



A division of Top Office Group Pty Ltd

PER003A (Version 20)

HEAD OFFICE/PAYROLL SECTION

9 Darling Street, Ipswich, 4305

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www.topoffice.com.au

WEEKLY TIMESHEET

Please fax 3812 3552 OR email personnel@topoffice.com.au by 5:00pm THURSDAY to ensure payment is processed

Week Ending Thursday, / /20

Temporary Employee Name:	
Organisation Name:	
Section:	
Supervisor (Name and Title):	
Contact Telephone:	

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

DEFINITIONS:

REST BREAK (PAID): 3 to <8 hours per day: employees must be allowed a 10 minute rest interval (paid) at a time suitable to business operations.

8 hours+ per day: employees must be allowed 2 x 10 minute rest intervals (paid) at a time suitable to business operations.

MEAL BREAK (UNPAID): for every 5 hours worked per day, a 30 minute meal break (unpaid) is required to be taken before resuming work (excluding continuous shift workers who are entitled to a 20 minute paid meal break per shift).

PLEASE NOTE:

- Overtime penalties may be incurred when working in excess of 8 hours/day and/or 38 hours/week (or 76 hours/fortnight depending on your award) - no work should be undertaken outside of your ordinary hours unless requested (and authorised) by your supervisor.
- Casual employees are entitled to a minimum payment of four hours' work per shift.
- The casual hourly rate is inclusive of a 25% casual loading and therefore, you will not be eligible to be paid for any form of leave; redundancy; or public holidays if you are not at work.

Additional Allowances (if applicable):	<input type="checkbox"/> Shift Allowance:	<input type="checkbox"/> Meal Allowance:
	<input type="checkbox"/> Travel Allowance:	<input type="checkbox"/> 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

Employees Signature:	
Date:	
Supervisors Signature:	
Date:	

- This timesheet cannot be processed unless authorised. By authorising this timesheet you acknowledge that the details shown on this timesheet are correct and will form the basis of the pay to our temporary employee and the invoice to our client.
- 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.
- Scanned timesheets may be emailed to personnel@topoffice.com.au as an alternative to faxing.
- Additional timesheets can be downloaded from www.topoffice.com.au