

ACCURATE RECRUITMENT PTY LTD

EMPLOYEE TIME SHEET

A.B.N. 44 104 380 154

Client _____

Week Ending Date: ____/____/____ Day ☐ Afternoon Shift ☐ Night Shift ☐

Employee Name: _____

Day	Start Time	Finish Time	Total Hours	Ord Hours	Time & Half	Double Time	Job Description	Injuries Yes/No	Allowances	Initials
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Office use only	TOTALS						Assignment has completed			

CLIENT'S AGREEMENT By signing, it is hereby certified that the above hours and allowances are correct, the work was performed in a satisfactory manner, and agree to the ensuing invoice. ALSO it is hereby agreed that if we, our associates or our subsidiaries engage the person mentioned in this time sheet whether permanently or for a limited period, and whether the offer is made during or at any time within six months after the termination of this temporary engagement, we will notify ACCURATE RECRUITMENT immediately as a placement fee is payable. I/we also understand that invoices are rendered weekly and payable within seven (7) days. **TERMS OF BUSINESS** At no time will ACCURATE RECRUITMENT be responsible for any loss or damage caused by the temporary staff during his/her employment with you. Please note that it is a condition of this contract that while ACCURATE RECRUITMENT temporaries are under your direction, control and supervision, they shall remain covered by this disclaimer. I/We agree to ACCURATE RECRUITMENTS current terms and conditions.

CLIENT'S SIGNATURE

TITLE

DATE

EMAIL TO PAYROLL@ACCURATERECRUITMENT.COM.AU

NO LATER THAN 10AM MONDAY