

TEMPORARY ASSIGNMENT WEEKLY TIME SHEET



INSTRUCTIONS

The pay period is from Monday to Friday. Fax through your time sheet on the following Monday of each week worked. Pays will be processed on the Tuesday.

Name:

Assignment:

Day	Date	Start Time	Finish Time	Less Lunch	Total hours for day	OFFICE USE ONLY		
						NT	1.5	DT
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								
Total hours worked for week								

Employee Signature signature name printed date

Approved by supervisor as correct signature name printed date

Approval includes verification of hours worked and acceptance of terms and conditions below

CONDITIONS RELATING TO THE ENGAGEMENT OF TEMPORARY STAFF

Where a temporary employee transfers to the payroll of a customer, company or any subsidiary or associated company following referral by Career BOSS, a Placement Fee will be invoiced to the customer. After an assignment of 3 months of continuous work, the placement fee will be waived.

Following completion of this temporary assignment, any further contact with our employee must be made through Career BOSS.

The minimum assignment length is governed by the relevant Award or previously agreed individual quotation.

During the period of assignment the temporary employee is at all times under the care and supervision of the customer in regard to defined hours worked, safety regulations and the manner in which the work is performed.

Hourly rates will vary according to the classification of employee, the length of assignment and are subject to the relevant Award.

Hourly rates are subject to change following any Industrial wage case.

Overtime and allowances will be calculated according to the relevant award.

Career BOSS is responsible for the payment of Workcover and all applicable statutory charges and levies.

Invoices are issued weekly with payment terms strictly 7 days, as the invoice is for wages already paid.