

TIMESHEET - PERTH



PLEASE COMPLETE AND RETURN BY 10.00am MONDAY

payroll phone: (02) 9250 8100

payroll fax: (02) 9250 8021

payroll@alliancerecruitment.com.au

To confirm that your timesheet has been received, please email before 10.00am on Monday

Employee Name _____ Employee Signature _____

Week Ending (Sunday) _____ / _____ / _____ Position Title _____

Company Name _____ Division _____

Did you have any accidents/injuries during this period? YES / NO

NOTE: Please round off hours worked to nearest 15 minutes.

	DATE	START TIME	(-) LUNCH	FINISH TIME	TOTAL HOURS	Normal / Flat	Time & Half	Double Time	Public Hol / Allow.
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
TOTAL ACTUAL HOURS WORKED									

Placement Continuing: YES / NO (Must be Completed)

Company Representative's Signature _____

Company Representative's Name _____

Position / Department _____

Telephone Number _____ Date _____ / _____ / _____

AUTHORISED SIGNATURE CERTIFIES:

- HOURS SHOWN ARE CORRECT.
- ACCEPTANCE OF ALLIANCE TERMS AND CONDITIONS
- SHOULD THIS PERSON JOIN YOUR PAYROLL OR ACT AS A CONTRACTOR TO YOUR ORGANISATION WITHIN 12 MONTHS OF THE FINISHING DATE OF THIS TIMESHEET A PERMANENT FEE WILL APPLY IN THE THEN CURRENT ALLIANCE TERMS AND CONDITIONS OF BUSINESS FOR THE SUPPLY OF PERMANENT PERSONNEL, UNLESS OTHER SIGNED TERMS AND CONDITIONS HAVE BEEN AGREED.
- SHOULD YOU TRANSFER A TEMPORARY EMPLOYEE FROM OUR PAYROLL TO ANOTHER AGENCY OR THIRD PARTY SUPPLIER, A FEE OF \$5000 PER PERSON WILL APPLY