

PAYROLL PLACEMENTS

'Specialists in Payroll & HR Staffing Solutions'

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Week Ending Sunday / / 200.....

Day	Start Time	Time Finished	Less Lunch Period	Total Daily Hours
Monday	•	•	•	•
Tuesday	•	•	•	•
Wednesday	•	•	•	•
Thursday	•	•	•	•
Friday	•	•	•	•
Saturday	•	•	•	•
Sunday	•	•	•	•
Total Hours Worked for the Week				•

Temporary's Name

Mr / Ms: _____

Company: _____

Address: _____

_____ Postcode: _____

Reporting to
Mr / Mrs / Ms: _____

Employee Certification

I have worked the above hours and no injuries were sustained.

Employee Signature:.....

NOTE: Wages will be paid on Time Sheets signed by you and the client. Time Sheets must be received by 9am Monday to ensure payment by Wednesday.

Client Authorisation

I hereby certify that the hours stated hereon are correct and the work performed in a satisfactory manner. I have read, understood and accept The Terms and Conditions of Business.

Client Signature:

Title: