

**TIMESHEET**

 Email to [accounts@jkpersonnel.com.au](mailto:accounts@jkpersonnel.com.au) no later than 9am Monday

Phone : (03) 5332 9955

**YOUR DETAILS**

<b>Name :</b>		<b>Host Company</b>	
<b>Position :</b>		<b>Level :</b>	

In accordance with Health and Safety Legislation you must read and answer the following:

- Has your work environment changed? Yes  No
- Has your role/job description/responsibilities changed? Yes  No
- Do you need to report a work related hazard or incident? Yes  No
- Have your details changed? Yes  No

If you have answered 'yes' to any of these questions, please contact JK Personnel immediately on (03) 5332 9955

DATE	DAY	START TIME HRS : MINS	FINISH TIME HRS : MINS	LESS BREAKS HRS : MINS	TOTAL HOURS HRS : MINS	OFFICE USE ONLY			
						ORD	1.5	2	ALLOWANCES
/	Mon	:	:	:	:				
/	Tue	:	:	:	:				
/	Wed	:	:	:	:				
/	Thu	:	:	:	:				
/	Fri	:	:	:	:				
/	Sat	:	:	:	:				
/	Sun	:	:	:	:				
<b>Total hours for week</b>									

ON-HIRE CASUAL EMPLOYEE AUTHORISATION		CLIENT AUTHORISATION	
<b>On-hire employee name :</b>		<b>Client Name :</b>	
<b>Signature :</b>		<b>Signature :</b>	
<b>Date :</b>		<b>Date :</b>	

**TERMS AND CONDITIONS**

Completed 'on-hire casual employee' Authorisation confirms the hours worked are true and correct and that the Host Company has provided a safe workplace. Completed Client Authorisation confirms the hours worked are true and correct, the work was performed in a satisfactory manner and the JK Personnel Terms of Business have been read and understood.

**ADDITIONAL COMMENTS:**
**IMPORTANT NOTES:**

Your employment as an 'On-Hire Casual Employee' of JK Employees Pty Ltd constitutes your acceptance of our Terms of Business. JK Employees Pty Ltd (trading as JK Personnel) will pay casual employees and invoice clients on the basis of the working hours shown on the JK Personnel timesheet. Wages will not be paid until a timesheet has been signed by the 'on-hire casual employee' and an authorised client representative.

All rates are subject to change without notice when affected by a variation in award or agreement conditions.

As this is a payroll service, payment of invoice(s) is (are) payable within 14 days of issue. The minimum booking time for an 'on-hire casual employee' is 3 hours Monday to Friday.