



WEEKLY TIMESHEET

Email to accounts@jkpersonnel.com.au no later than 9am Monday

On-Hire Employee Name

Position

Host Company

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

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

If you have answered Yes to any of these questions, please contact JK Personnel immediately.

Day	Date	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											
Total Weekly Hours											

On-Hire Employee Authorisation	Client Authorisation
On-Hire Employee Authorisation confirms the hours worked are true and correct and that the Client has provided a safe workplace	Client Authorisation confirms the hours worked are true and correct, and the work was performed in a satisfactory manner
On-Hire Employee Name	Supervisor Name
Signature	Signature
Date	Date
Important Notes <ul style="list-style-type: none"> ▪ Wages will only be paid on Timesheets signed by both the On-Hire Employee and the Client ▪ All rates are subject to change without notice when affected by a variation in Award or Agreement conditions 	Important Notes <ul style="list-style-type: none"> ▪ Invoices are issued based on the Total Weekly Hours shown above ▪ Minimum booking time for On-Hire Employees is 3 hours Mon-Fri ▪ Invoices are payable within 14 days of issue