

## WEEKLY TIMESHEET

Email to [accounts@jkpersonnel.com.au](mailto: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	/	:	:	:	:						
<b>Total Weekly Hours</b>											

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
<b>Important Notes</b> <ul style="list-style-type: none"> <li>▪ Wages will only be paid on Timesheets signed by both the On-Hire Employee and the Client</li> <li>▪ All rates are subject to change without notice when affected by a variation in Award or Agreement conditions</li> </ul>	<b>Important Notes</b> <ul style="list-style-type: none"> <li>▪ Invoices are issued based on the Total Weekly Hours shown above</li> <li>▪ Minimum booking time for On-Hire Employees is 3 hours Mon-Fri</li> <li>▪ Invoices are payable within 14 days of issue</li> </ul>

