

Temporary Staff TIMESHEET



TEMPORARY HOURS WORKED

NGO Recruitment Employee's Name: _____

Client Name: _____ Weekending: _____

DAY	DATE	START		FINISH		BREAKS		TOTAL		CONSULTANT USE ONLY			
		Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	ORD	1.5	2	M/A
Mon:	/												
Tue:	/												
Wed:	/												
Thur:	/												
Fri:	/												
Sat:	/												
Sun:	/												
TOTAL													

Decimal Hour Scale

05 minutes – 0.08	20 minutes – 0.33	35 minutes – 0.58	50 minutes – 0.83
10 minutes – 0.16	25 minutes – 0.42	40 minutes – 0.67	55 minutes – 0.92
15 minutes – 0.25	30 minutes – 0.50	45 minutes – 0.75	60 minutes – 1.00

CONDITIONS

Temporary Staff	Client
<ol style="list-style-type: none"> I agree that under no circumstances will I seek or accept an offer of employment from any NGO Recruitment Client without contacting NGO Recruitment. At the end of each week, please complete the hours WORKED for each day (excluding lunch hours) and total hours WORKED for the week, and have this signed by the person to whom I report to on the assignment. After signing, forward the completed timesheet NGO Recruitment. by Friday Afternoon to ensure payment. If for any reason I cannot report to an assignment, you are going to be late or you require time off, I will always advise my NGO Recruitment Consultant Please ensure that any changes made to the hours worked are initialled by the Client. <p>CANDIDATE SIGNATURE CERTIFIES:</p> <ol style="list-style-type: none"> I have worked the stated hours and sustained no injuries during the assignment. I have read and comply with the above conditions. <p>NGO Recruitment. Employee's Name: _____</p> <p>NGO Recruitment. Employee's Signature: _____</p>	<ol style="list-style-type: none"> Please sign at the end of each week or assignment and approve any overtime worked. Our terms of business are seven days from the date of invoice. A permanent placement fee is payable should any temporary employee introduced by NGO Recruitment. be employed by your organisation, or a related organisation or other third party organisation as a result of you introducing them to such organisation, on either a temporary, contract or permanent basis within 12 months of the completion of their assignment with your organisation. The fee payable in such an instance will be in accordance with our usual terms of business. Please ensure that you initial any changes made to the hours recorded on this form. <p>CLIENT COMPANY SIGNATURE CERTIFIES:</p> <ol style="list-style-type: none"> Hours shown are correct Work was completed satisfactorily Assignment continuing YES / NO I have read and comply with the conditions. <p>Client's Name: _____</p> <p>Client's Signature: _____</p>

Please remember that the deadline to guarantee payment is 5pm FRIDAY.

FAX: 02 8243 0599

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