

## COMPLETING YOUR TIMESHEET

Thank you for completing your assignment this week. If your assignment is continuing please indicate on your timesheet.

To ensure your wages are paid you must complete the timesheet, including the authorising signatures and fax to: 9482 9788 or email [temp@double-r.com.au](mailto:temp@double-r.com.au) by 2:00pm Friday. If you are unable to obtain your supervisor's signature by this time, fax or email your timesheet as usual and re-fax or re-email the signed timesheet the following Monday morning (before 12 noon).

If your completed timesheet does not arrive by 2:00pm Friday, we may have insufficient time to process the payroll which could lead us to miss the National Australia Bank cut-off time. Your wages will be paid the following week, as the entire payroll cannot be delayed.

Remember any overtime must be authorised by the Client. It is important that you accurately complete the timesheet noting any breaks taken. Your total working hours should be calculated to the nearest 15 minutes.

In the event of a public or bank holiday, processing by the NAB (Melbourne) will be delayed by 24 hours. If you have any questions please contact us immediately on 9482 9799.

# Double R - Timesheet

In order for wages to be paid on time, we require you to fax or email your timesheet prior to 2:00pm Friday

Fax: 9482 9788 Email: temp@double-r.com.au

Temporary Employee: \_\_\_\_\_

Company Assigned to: \_\_\_\_\_

Company Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Date	Start Time	Finish Time	Less meal breaks	Daily Hours	Daily Overtime Authorisation
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total hours worked for week ending: / /2011 \_\_\_\_\_ HOURS \_\_\_\_\_ MINUTES  
Please ensure your hours total to the nearest 15 minutes

Assignment Continuing: YES / NO

Your Name: Your Signature:

Authorised Company Representative:

Signature:

Signing this timesheet indicates your acceptance of the Terms and Conditions of Business as stated by Double R Recruitment.

Before wages can be processed, both the on-hire casual and an authorised company representative must sign this timesheet and initial any overtime.

### OVERTIME

Where an on-hire casual has been directed to work in excess of 10 hours in any one day or 38 hours in any one week, overtime rates will be charged in accordance with applicable Modern Award conditions. Please initial, in the column provided, authorising payment of overtime to the on-hire casual. If you are unable to notify your on-hire casual 24 hours prior to impending overtime, a meal allowance is also payable.

### CLIENT AUTHORISATION

I agree that the hours stated above are correct and the work was performed in a satisfactory manner. I understand that if my organisation or any subsidiary, division or client of my organisation, directly employs a Double R Recruitment on-hire casual who is currently on assignment or whose assignment was completed within 12 months in a permanent, contractual or casual capacity, a permanent placement fee is payable. In the event that a Double R Recruitment on-hire casual is directly re-engaged in an ongoing temporary or casual capacity, such re-engagement will incur ongoing fees.

### ON-HIRE CASUAL AUTHORISATION

I have worked the above hours and no injuries were sustained. While Double R may indicate the likely length of an assignment in good faith, I understand that the host employer may vary the length of the assignment or terminate an assignment at any time, at their absolute discretion. I also understand the host employer has the right to dismiss any employee without notice in the case of an employee who is guilty of serious misconduct. In the event of a public or bank holiday, processing by the NAB (Melbourne) will be delayed by 24 hours. I understand that under Fair Work Australia Modern Award conditions, pay rates will vary across the differing job classifications. I also understand that as I am an employee of Double R Recruitment, any payroll enquiries are to be directed to my Flexible Workforce Co-ordinator by phoning 9482 9799 or email temp@double-r.com.au.

I agree that under no circumstances will I submit my resume or personal contact details or accept a direct offer of permanent or further temporary or casual assignments, from this or any other client of Double R Recruitment without first discussing this with my Flexible Workforce Co-ordinator.