

# Timesheet for Temporary Employees

Please print a hardcopy of this timesheet and complete as per the instructions contained under **About Temps How to fill in your timesheet** and fax the completed and signed timesheet to **OVER 40 Recruitment** to **08 8239 2588**. Please ensure that you submit your timesheet by **11am Monday morning**. Timesheets received after this deadline will not be processed until the following week.

<b>Week Ending</b>	
<b>Temp Name</b>	
<b>Temp Signature</b>	
<b>Temp Phone Number</b>	
<b>Company</b>	
<b>Authoriser Name</b>	
<b>Authoriser Signature</b>	
<b>Authoriser Phone Number</b>	

		Start		Break		Finish		Total	
	Date	Hours	Min	Hours	Min	Hours	Min	Hours	Min
<b>Monday</b>									
<b>Tuesday</b>									
<b>Wednesday</b>									
<b>Thursday</b>									
<b>Friday</b>									
<b>Saturday</b>									
<b>Sunday</b>									
<b>TOTAL</b>									

By signing the timesheet the client/employer certifies that the hours worked and other the details shown above are correct and that the work was performed in a satisfactory manner. In addition the client/employer confirms that they have read and agreed to abide by **OVER 40 Recruitment's** Terms and Conditions of Business applicable to Temps.

By signing the timesheet the employee/temporary certifies that the hours worked and other details shown above are correct and that the work was performed in a satisfactory manner.

## Terms and Conditions of Business

### Temporary Service

1. The Client must clearly instruct **OVER 40 Recruitment** on the requirements of the assignment and duties for the temporary employee. **OVER 40 Recruitment** are to be notified immediately should there be any change to these duties or system of work.
2. The Client must provide a safe working environment and system of work, without risks to health and such information, instruction, training and supervision of **OVER 40 Recruitment** temporary employees as necessary to enable them to perform their work in a manner that is safe and without risks to health.
3. All **OVER 40 Recruitment** temporary employees are assigned under the care control and supervision of the Client and the Client is responsible for all acts, errors and omissions of **OVER 40 Recruitment** employees be they willful, negligent or otherwise for the duration of the assignment.
4. All relevant Award or Agreement conditions apply and **OVER 40 Recruitment** will pay its employees and invoice the client accordingly. **OVER 40 Recruitment** will pay employees and invoice on the basis of the working hours shown on the **OVER 40 Recruitment** timesheet. The Client undertakes to have each timesheet authorized by an appropriate person.
5. The hourly rates invoiced to the Client include temporary wages and allowances for all related on-costs where applicable under relevant legislation e.g.: Sick Pay, Workers Compensation Insurance, Payroll Taxes, Superannuation, Training etc plus a profit margin. **OVER 40 Recruitment** is responsible for PAYG tax and issue of Payment Summaries. All hourly rates charged are agreed and confirmed at the commencement of each assignment.
6. Overtime or shift work will be invoiced by **OVER 40 Recruitment** in accordance with the relevant Award or Agreement.
7. Any Client authorised travel during working hours will be invoiced by **OVER 40 Recruitment** at the hourly rate plus kilometer allowance designated by the appropriate Award or Agreement.
8. All Conditions, bonuses, meal, vehicle or other allowances and entitlements will be invoiced by **OVER 40 Recruitment** in accordance with the relevant Award or Agreement at cost plus 20% to cover related on-costs.
9. The Temporary must be engaged for a minimum period of 4 hours in any given day unless site or award conditions state otherwise.
10. **OVER 40 Recruitment** will pay employees and invoice the Client for such appearance monies as are designated by the appropriate Award or Agreement in the event that an assignment is cancelled or postponed.
11. **OVER 40 Recruitment** is to be provided with not less than eight hours notice of cancellation or postponement of any individual **OVER 40 Recruitment** employee's assignment.
12. All rates and conditions are subject to change without notice when affected by a variation in Award or Agreement conditions or statutory on-costs and will be adjusted from the date designated for implementation of the variation decision.
13. **OVER 40 Recruitment** provides a four hour guarantee. If the Client is in any way dissatisfied with the temporary supplied there will be no charge if **OVER 40 Recruitment** is notified within four hours of the commencement of the assignment.
14. Testing and reference checking are carried out as far as it is practical to do so. **OVER 40 Recruitment** makes every effort to maintain high standards of integrity and reliability among our temporary staff. **OVER 40 Recruitment** cannot however accept any responsibility for any claim, error, omission, loss, expense, damage or delay arising from any failure to provide staff for all or part of the booking or from any lack of skill, negligence, dishonesty or misconduct of the staff provided.
15. If the Client employs an **OVER 40 Recruitment** temporary employee to their own staff or any subsidiary, affiliated or related company, within six months of the date of completion of the last **OVER 40 Recruitment** assignment by that temporary employee with the Client, then the following permanent placement fee will apply and be invoiced to the Client by **OVER 40 Recruitment**.

Length of Assignment	Fee due
Under 13 weeks	<b>100%</b> of permanent selection fee
14 – 26 weeks	<b>50%</b> of permanent selection fee
27 – 52 weeks	<b>25%</b> of permanent selection fee
Over 52 weeks	<b>No Fee</b>

Our Permanent Placement guarantee does not apply when less than the full fee is payable.

16. Full payment is required within 7 days of date of invoice against invoices to reimburse payment of temporary wages and all statutory on-costs paid by **OVER 40 Recruitment** on the Client's behalf.

**OVER 40 Recruitment would like to take the opportunity to thank you for your business and look forward to being of assistance to you.**

*These Terms and Conditions of Business are deemed to be the basis of our agreement to supply temporary staff to you and will become effective upon engagement of our services.*

**Directors:** Lee Tavares BA; PMD | Manny Tavares BComm; ACIS; ACII; FCIBM; EDP(Wits) | Andrew Tavares BMgmt(Mktg)

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