

TIMESHEET

TEMPORARY EMPLOYEE NAME

Name: _____
 Address: _____
 _____ P/Code _____

CLIENT NAME

Company: _____
 Address: _____
 _____ P/Code: _____
 Name of Supervisor: _____

PAGE: __ of __

DAY	DATE	START TIME	FINISH TIME	BREAK	TOTAL HOURS	MILEAGE
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
DAY	DATE	START TIME	FINISH TIME	BREAK	TOTAL HOURS	MILEAGE
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						

TEMPORARY ASSIGNMENT

I have worked the above hours and no injuries were sustained. I am aware that my hourly rate includes a loading for holiday and sick pay, and that I am only paid for actual hours worked. I also adhere to the policies and procedures as directed by CareChoice (Aust)P/L.

CareChoice employee Signature: _____

NOTE: The timesheet must be signed by the client and yourself before payment may be made.

CLIENT AUTHORISATION

Please sign this form to confirm that the hours listed are correct and the work has been performed in a satisfactory manner. We / I have read and agree to the terms and conditions hereon and on the reverse side hereof.

I acknowledge that the Temporary staff member on this timesheet is a valued employee of CareChoice (Aust) Pty Ltd and that in an event of the employee being offered a temporary, permanent, part time or casual position in this company / department, within a 12 month period of the last day of the temporary assignment with us, we are liable to pay a negotiated placement fee.

Client's Signature:

Name: _____

Position: _____

Please fax your signed timesheet to CareChoice (Aust) Pty Ltd by 11:00am Monday.

Fax: 1300 737 943

Phone: 1300 737 942

TIMESHEET AND PAY SCHEDULE-2010

Timesheets must be either faxed or e-mailed to CareChoice (Aust) Pty Ltd accounts by the corresponding Monday for the fortnight that you are reporting for. Failure to meet the deadline may result in your pay being suspended until the following fortnight.

Timesheets Due by 11:00am.	Payment of wage
11 th January 2010	14 th January 2010
25 th January 2010	28 th January 2010
8 th February 2010	11 th February 2010
22 nd February 2010	25 th February 2010
8 th March 2010	11 th March 2010
22 nd March 2010	25 th March 2010
5 th April 2010	8 th April 2010
19 th April 2010	22 nd April 2010
3 rd May 2010	6 th May 2010
17 th May 2010	20 th May 2010
31 st May 2010	3 rd June 2010
14 th June 2010	17 th June 2010
28 th June 2010	1 st July 2010
12 th July 2010	15 th July 2010
26 th July 2010	29 th July 2010
9 th August 2010	12 th August 2010
23 rd August 2010	26 th August 2010
6 th September 2010	19 th September 2010
20 th September 2010	23 rd September 2010
4 th October 2010	7 th October 2010
18 th October 2010	21 st October 2010
1 st November 2010	4 th November 2010
15 th November 2010	18 th November 2010
29 th November 2010	2 nd December 2010
13 th December 2010	16 th December 2010
27 th December 2010	30 th December 2010