PLEASE FAX YOUR SIGNED
TIMESHEET BY 10.00AM FRIDAY
FAX: (02) 9231 5900

bsilearnedfriends

CLIENT NAME:	TEMPORARY'S FULL NAME
INVOICE FOR ATTENTION OF:	TEMPORARY'S SIGNATURE
ADDRESS: Postcode	TEMPORARY'S EMAIL FOR PAYSLIP
PHONE: FAX:	

WEEK ENDING FRIDAY: / /

❑ **Please ✓ For Change of Address**

For Office Use Only

Date	Day	Time Started	Time Finished	Lunch Duration	Total Daily Hours	Ordinary To next ¼ Hour	Overtime (x 1½) To next ½ Hour	Overtime (x2) To next ½ Hour
		hours : mins	hours : mins	hours : mins	hours : mins	hours : mins	hours : mins	hours : mins
/ /	**MON**	:	:	:	:	:	:	:
/ /	**TUE**	:	:	:	:	:	:	:
/ /	**WED**	:	:	:	:	:	:	:
/ /	**THU**	:	:	:	:	:	:	:
/ /	**FRI**	:	:	:	:	:	:	:
/ /	**SAT**	:	:	:	:	:	:	:
/ /	**SUN**	:	:	:	:	:	:	:
❑ **Normal** ❑ **Shift**			**Total Weekly Hours**		:	:	:	:

Please note the following extracts from our standard Terms of Business: The client agrees to pay the agreed hourly charge and agrees to verify and sign this time sheet each week. Signature of such time sheets by the Client constitutes acceptance that the Temporary has worked satisfactorily for the hours indicated on the timesheet. Failure to sign the time sheet does not alter the Client's liability to pay for hours worked. Charges which largely represent remuneration paid are invoiced weekly and are payable within 7 days of invoice. Whilst every effort is made by the Temporary Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from temporaries and further to provide them in accordance with booking detail, no liability will be accepted by the agency for any loss, expense, damage or delay arising from any failure to provide any particular Temporary for all or part of the period of booking, or from the negligence, dishonesty, misconduct or lack of skill of the Temporary provided. Temporaries engaged by the Temporary Employment business under contracts for services are deemed to be under the direction and control of the Client from the time the temporary reports to take up duties and for the duration of the assignment. The Client agrees to be responsible for all acts, errors or omissions be they willful, negligent, or otherwise as though the Temporary were on the payroll of the Client and the Client will in all respects comply with all statutes, by laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff. A permanent placement fee is payable should a temporary be placed permanently on your staff within 12 months of introduction by BSI Learned Friends.

Client's Name (Please Print) Client's Authorising Signature Date

Please provide the client with the original timesheet and retain a copy for your records.

Timesheet must be signed by the client and temporary employee. Unsigned timesheets will not be processed.

(1) Minimum assignment is 4 hours.
(2) No Public Holidays are payable.
(3) Overtime is calculated as follows:
- Each day's work is up to 8 hours, or each week is 38 hours. Anything beyond this is paid as overtime.
- Overtime is calculated at time and a half for the first 2 hours beyond 8 hours, and double time thereafter.
- When calculating overtime each day must stand alone. Overtime is rounded up to the next half hour.

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