

**** Email Time Sheet to: payroll@conquestpersonnel.com.au or Fax to: 03 8554 4399**

To ensure that wages are processed Time Sheets must be received prior to 10am on Mondays

TIME SHEET

FOR PAY PERIOD ENDING:

EMPLOYEE NAME:

CLIENT:

CLIENT ADDRESS:

REPORTING TO:

CONTACT NUMBER:

ASSIGNMENT FINISHED:

	Date	Start	Finish	Break	Hours Worked
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
PLEASE NOTE TOTAL HOURS WORKED IS NETT OF MEAL BREAKS					

Unsigned time sheets cannot be paid. If payment is by EFT then please note cleared funds will be in your account by 6pm Thursday of the following week (Thus giving the Banks sufficient processing time)

CLIENT - PLEASE READ THE POINTS BELOW CAREFULLY BEFORE APPROVING

- Contract staff are supplied on the understanding that all accounts are strictly nett seven (7) days.
- All salaries, income tax deductions, annual holiday pay, workcover, "super" etc are covered by the hourly rate.
- A fee will be charged for cancelled booking when insufficient time is given to prevent our staff from attending.
- Conquest Personnel Pty Ltd reserves the right to substitute one staff member for another should the need arise.
- Permanent release fee - should an offer of employment be made during or within twelve (12) months after the termination of any contract assignment, a permanent fee will be due and payable - please see fee schedule.
- Conquest Personnel Pty Ltd does endeavour to test skills where possible, however, we also rely on detailed reference checks, and the self stated abilities of the candidate (as listed in their original resume).

EMPLOYEE'S SIGNATURE:

CLIENT'S APPROVAL:
