

TIMESHEET



WEEK ENDING: / / 2012

DATE	DAY OF THE WEEK	START TIME	FINISH TIME	LESS LUNCH (ie 30mins, 1HR)	TOTAL HOURS	APPROVED OVERTIME
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					
PLEASE TOTAL HOURS WORKED						
NB: Any hours worked over a 38 hour week will be considered overtime.						
If you have been required to use your personal vehicle for work related duties, please note the number of kilometres travelled over the week worked.						Kilometres

Are you continuing next week? Yes No

Temporary Name: _____
 In the position of: _____
 Company Name: _____
 Contact: _____
 Temporary Signature: _____
 Client Signature: _____

**ONCE SIGNED, PLEASE
 FAX BACK TO
 5677 0253**

- **Please ensure timesheets are received by 12.00 noon on Monday**, following the week worked.
- **Timesheets must be signed by the Client**, authorising the number of hours worked.
- Any ordinary working week is 38hrs Monday to Friday; penalty rates will apply after this time and **MUST** be approved by the client. *Exclusions – non award paid temporaries, managers, supervisors, articulated clerks, accountants, sub contractors, and all employees covered by any other award outside of the clerical award.
- Signing of this timesheet by the Temporary Employee will be deemed as acceptance of the Temporary Employee Terms of Business, as outlined in the 'TEMP PACK' given upon commencement of assignment.
- Signing of the timesheet by the Client will be deemed as acceptance of the Temporary Terms of Business, as outlined prior to the commencement of the assignment.

If there are any changes at all to your employment contract, please phone our office on (07) 5510 3700.

Brook Personnel respects the privacy rights of all individuals in the workplace. Furthermore, we are committed to ensuring that all Directors and others involved in the management of Brook Personnel comply at all times with their obligations under the Privacy Act 1988. All Personal Data we hold is password protected and is limited to secure users. Your Personal Data will not be forwarded, disclosed, or shared with a third party without your prior consent. You can gain access to your personal information by contacting our Privacy Coordinator in writing. Brook Personnel provides you the opportunity to opt-out of receiving communications from us. Should you wish to exercise this right, please notify our Privacy Coordinator, in writing, or email us on information@brookpersonnel.com.

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