



TIMESHEET

Client Name:

Client Address:

Position:

Your Name:

Week from: (Mon) to (Sun)

| Day | Date | Start Time | End Time | Meal Breaks | Total Hours |
|-------|------|------------|----------|-------------|-------------|
| Mon | | | | | |
| Tues | | | | | |
| Wed | | | | | |
| Thurs | | | | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

Supervisors' Signature:

Supervisors Name: Title:
 Please print clearly

Your Signature:

Job Continuing: Yes / No (please circle)

Please fax or email your timesheet to Harvey Recruitment Australia on 9388 7599,
 or to temporaries@harveyrecruitment.com.au

YOUR TIMESHEET MUST BE COMPLETED IN FULL AND RECEIVED PRIOR TO 5.00PM FRIDAY.

Please retain a copy for the client and your own records.

TERMS OF BUSINESS TEMPORARY STAFF

- Engagement of Harvey Recruitment Australia temporary staff constitutes acceptance of these terms and conditions of business by the client.
- Temporary staff must be engaged for a minimum period of one hour in any given day.
- Charges are made only for the actual hours worked by the temporary employee.
- There are no charges for meal breaks, sick leave or time off.
- We guarantee our temporary service.
- Should any temporary employee prove unsuitable for the assignment, provided we are notified, our no quibble guarantee will apply.
- A temporary shall be under the direction and control of the client from the date of commencement of duties for the duration of the engagement.
- The client is responsible for all acts, errors, omissions, whether wilful, negligent or otherwise of the temporary and Harvey Recruitment Australia does not accept any liability for any loss, expense or damage arising from any failure by the temporary how-so-ever arising.
- The client shall ensure compliance with all statutory requirements relating to the temporary except where these are expressed to be the responsibility of Harvey Recruitment Australia and under these terms and conditions of business.
- The client shall ensure compliance with the Occupational Health and Safety Act 1984, the Occupational Health and Safety Regulations 1996, and the Codes of Practice in accordance with Section 57 of the Act.
- Should you wish to appoint a temporary employee to your staff during an assignment or within a six-month period from the date of the last assignment, a placement fee will apply.
- Please be aware that should you introduce a Harvey Recruitment Australia candidate to some other person or company and the candidate is subsequently engaged by them within the prescribed six month period, you will be liable for a placement fee at the normal rate.
- Hourly rates are subject to statutory increases as they occur and are fully inclusive of payroll administration costs, group certificates, payroll tax, workers' compensation insurance, annual leave and sick leave provisions and superannuation costs as required.
- All temporary staff are employees of Harvey Recruitment Australia and are paid directly by Harvey Recruitment Australia.
- As Harvey Recruitment Australia is required to pay temporary staff weekly, our invoices are due and payable within seven days of the invoice date.
- We reserve the right to charge interest on accounts over fourteen days at our banker's overdraft rate from time to time.
- Rates will vary from assignment to assignment depending upon your needs when placing your order.