31 Spencer Street, Bunbury WA 6230 Phone: (08) 9721 8155 Email: payroll@southwestpersonnel.com.au

Client:	**Site:**	**T/Sheet No:**
Supervisor's Name:	**If Timesheet is received later than 12 noon Monday, pay will be processed the following week**	**Order No:**
Employee:		**Position:**

Date Worked	Start Time	Break Start Time	Break Finish Time	Finish Time	NT	T1/2	DT	P/H	Allowances
Mon / /									
Tue / /									
Wed / /									
Thur / /									
Fri / /									
Sat / /									
Sun / /									
TOTAL HOURS					0	0	0	0	

INDUCTION

I hereby certify I have undergone an induction at the above work place.

.....

OTHER TRAINING

Please list any training provided by the above employer: e.g. forklift, etc.

CONDITIONS OF SERVICE

1. Staff are supplied on the understanding that all accounts are strictly net fourteen (14) days.
2. All wages, income tax deductions, payroll tax, workers' compensation and statutory costs are the responsibility of South West Personnel.
3. Our normal scale of fees will apply if the staff provided is transferred to your payroll within ninety (90) days of completion of assignment.
4. Existing rates are subject to change without notice from time to time. These increases will apply from the date of award variation.
5. Overtime rates will be paid in accordance with the provision of the appropriate

Notes: _____

Assignment: ☐ Completed ☐ Returning

SUPERVISOR'S CERTIFICATION:
It is hereby certified that the hours stated hereon are correct and that the work was performed satisfactorily. **I have read and accept the terms covering hiring of our temporary employee.**

Supervisor's Signature: _____

Supervisor's Name: _____

EMPLOYEE'S CERTIFICATION:
The above hours were worked by me and are true and correct.

Employee's Signature: _____

Date Signed: _____

SOUTH WEST PERSONNEL

SOUTH WEST
PERSONNEL

As a representative of South West Personnel we would appreciate you maintaining the highest standards of work and appearance at all times.

1. Always notify us immediately when you know the completion date of your assignment.
2. The payroll week runs from Monday to Sunday weekly.
3. Email your signed timesheet to payroll@southwestpersonnel.com.au by **SUNDAY OF EACH WEEK.**
4. Refer to our Terms and Conditions contract for statutory costs covered by South West Personnel.

Zuhara Pty Ltd T/As South West Personnel ABN 83 009 004 433
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