

Time sheet

Name _____

Please ensure we receive this time sheet by 6pm Friday.

Fax: 02 9221 7735

I have worked the following hours and no injuries were sustained.

Employee signature _____

Week ending _____

Options Consulting Pty Ltd
part of Australian Business
Talent, a division of
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	StartTime	Finish Time	Lunch	Total Hours	Office Use Only
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Round hours to nearest 1/4 hour					

NB: Please check with your consultant whether overtime rates are payable if hours exceed 10 hours per day or 38 hours per week. A meal allowance may also be payable when a temp works more than 1.5 hours of overtime in any one day, and again after an additional 4 hours of overtime.

Assignment continuing Yes / No _____

Company _____

Department _____

Address _____

Client Authorisation

I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that On-Hire Casual employees are supplied in accordance with Options Consulting Pty Ltd Terms of Business. I also understand that should we wish to hire an Options Consulting On-Hire Casual employee on a full time, part time or casual basis, a placement fee will apply.

Client signature _____

Department _____

Client name _____

Cost centre _____

(please print)