



**In order for wages to be paid on time,
your timesheet must be received by Payroll by 6.00pm Friday
Fax: (02) 9804 0500 Email: suzanne.edge@hiredesk.net**

On-Hire Casual: _____

Company Assigned To: _____

Company Supervisor: _____
 Department/Purchase _____
 Order No: _____

Day	Date	Start Time	Finish Time	Less meal breaks	Daily Hours	Daily Overtime Authorised
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours worked for week ending: / /2017 _____ HOURS _____ MINUTES						

Is your assignment continuing: YES / NO Please circle applicable

Your Name:	Your Signature:
Authorised Company Representative:	Signature:

By signing this timesheet indicates your acceptance of the Terms and Conditions of Business as stated by Edge Recruitment Resources Pty Ltd ABN 25 922 669 247.

Before wages can be processed, both the on-hire casual and an authorised company representative must sign this timesheet and initial any overtime.

OVERTIME

Where an on-hire casual has been directed to work in excess of 10 hours in any one day or 38 hours in any one week, overtime rates will be charged in accordance with applicable Modern Award conditions. Please initial, in the column provided, authorising payment of overtime. If 24 hours notice prior to impending overtime has not been given, a meal allowance is also payable.

CLIENT AUTHORISATION

I agree that the hours stated above are correct and the work was performed in a satisfactory manner. I understand that if my organisation or any subsidiary, division or client of my organisation, directly employs an Edge Recruitment on-hire casual who is currently on assignment or whose assignment was completed within 12 months in a permanent, contractual or casual capacity, a permanent placement fee is payable. In the event that an Edge Recruitment on-hire casual is directly re-engaged in an ongoing temporary or casual capacity, such re-engagement will incur ongoing fees.

ON-HIRE CASUAL AUTHORISATION

I have worked the above hours and no injuries were sustained. While Edge Recruitment may indicate the likely length of an assignment in good faith, I understand that the host employer may vary the length of the assignment or terminate an employee without notice in the case of an employee who is guilty of serious misconduct. I understand that under Fair Work Australia Modern Award Conditions, pay rates will vary across the differing job classifications. I also understand that as I am an employee of Edge Recruitment, any payroll enquiries are to be directed to my Flexible Workforce Co-ordinator at the Edge Recruitment Office by phoning 02 9804 0400.

I agree that under no circumstances will I submit my resume or personal contact details or accept a direct offer of permanent or further temporary or casual assignments, from this or any other client of Edge Recruitment without first discussing this with my Flexible Workforce Co-ordinator.

In the event of a public or bank holiday, processing by the St George Bank will be delayed by 24 hours.