



Elisjones & Associates Pty Ltd  
 83 York Street Sydney NSW 2000  
 Phone: 02 9279 3060 Fax: 02 9279 3070

Name of On-Hire Casual.....

Company Assigned to: .....

Company Supervisor: .....

Department: ..... Week Ending: .....

Day	Date	Start Time	Finish Time	Less meal breaks	Daily Hours	Daily Overtime Authorisation*
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**Total Hours** worked for week ending / / 2010 ..... Hours .....Minutes  
**Please ensure your hours total to the nearest 15 minutes then fax sheet to 02 9279 3070 by Friday 5pm**

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

**Signing this timesheet indicates your acceptance of the Terms and Conditions of Business as stated by Elisjones & Associates Pty Ltd. Before wages can be processed, both the on-hire casual and an authorised 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 to the on-hire casual. If you are unable to notify your on-hire casual 24 hours prior to impending overtime, 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.

**ON-HIRE CASUAL AUTHORISATION**

I have worked the above hours and no injuries were sustained. While Elisjones & Associates 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 assignment at any time, at their absolute discretion. I also understand the host employer has the right to dismiss any on-hire casual without notice for serious misconduct. I understand that any payroll enquiries should be directed to my Flexible Workforce Coordinator by phoning 02 9279 3060 or by emailing admin@elisjones.com.au