

**RECRUITMENT**

Level 1,  
120 Upper Heidelberg Road,  
Ivanhoe, VIC 3079  
Phone: 03 9272 6100

# Time Sheet

**Your details:**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Company &amp; Department / Location: \_\_\_\_\_ Position: \_\_\_\_\_

Have you changed addresses since the last timesheet submitted? Yes  No 

If yes, please print new address: \_\_\_\_\_

**Your Hours worked:**

Date	Day	Start time Hrs: Mins	Finish time Hrs: Mins	Less Breaks Hrs: Mins	Total Hours Hrs: Mins	Office Use Only			
						Ord	1 ½	2	Allowances
/	Mon	:	:	:	:				
/	Tue	:	:	:	:				
/	Wed	:	:	:	:				
/	Thu	:	:	:	:				
/	Fri	:	:	:	:				
/	Sat	:	:	:	:				
/	Sun	:	:	:	:				
						Call Out			
						Call Out			
						Call Out			
<b>Total Hours for week (to nearest ¼ hour)</b>					:				

**Signatures:****Casual / Contractor**

I have worked the above stated hours and confirm no injuries were sustained by me during this period.

Casual / Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Client / Supervisor**

I verify that the hours on this timesheet are correct, and acknowledge that no injuries were received by the contractor/casual during this period.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments:

**Important notes:**

- The hire of a temporary / contractor staff member from ESE Consulting constitutes your acceptance of our Terms of Business.
- ESE Consulting will pay temporary / contractor staff and invoice clients on the basis of the working hours shown on the ESE Consulting time sheet.
- Wages will not be paid until a timesheet has been signed by the temporary / contractor staff member and authorized client representative.
- The client undertakes to maintain a healthy and safe working environment that is free from unlawful discrimination and sexual harassment. Any matter involving an ESE Consulting Temporary or contract staff member must be reported to ESE Consulting immediately.
- All rates are subject to change without notice when affected by a variation in award or agreement conditions.
- As this is a payroll service, payment of invoice(s) is payable within 7 days of issue.
- The minimum booking time for temporary / contractor staff member is 4 hours.

**Email completed time sheet to [info@eserecruitment.com.au](mailto:info@eserecruitment.com.au) before 10 am Monday**