

## TIME RECORD SHEET

Week ending Friday.....20.....					
Date	Day	Time Started	Time Finished	Lunch Period	Total Hours
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
<b>Adjust all Hours to nearest 1/4</b>				<b>TOTAL</b>	
<b>Employee Certification</b> I have worked the above hours and no injuries were sustained.  Employee Signature.....  ASSIGNMENT: Continuing <input type="checkbox"/> Finishing <input type="checkbox"/>  Note: Wages will not be paid until timesheet has been signed by you and the client.					

Miss, Mrs ..... Mr, Ms (Employee: Print your name)
Reporting to: Miss, Mrs ..... Mr, Ms .....  Client Company .....  Address ..... .....
<b>Client Authorisation</b> I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that casual staff are supplied in accordance with Law Staff's Terms of Business. Should we employ one of your casuals, assigned currently or in the previous 6 months, a full permanent placement fee is payable. Direct re-employment as a casual attracts a casual fee. Candidates must take a lunch break period of no less than 30 minutes per day. Ordinary working hours are from 7.00am to 6.30 pm Monday to Friday. Any work performed outside these hours is to be paid at overtime rates; overtime is otherwise applicable for anything over 38 hours in any one week.  Client's Signature: .....  Please Print Name: .....

### PROCEDURE

- Sign the form and have your employer authorise it.
- Give the signed original to your employer, and
- Fax a copy to us by no later than 10:00am each Friday.

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