

EMPLOYEE NAME					PHONE:		WEEK ENDING:		
Day	Date	Start Time	Finish Time	Unpaid Meal Break	Standard Hours	Overtime Hours		Total Hours	
						Time & a Half	Double Time		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total Hours For Week									
EMPLOYEE SIGNATURE				CLIENT AUTHORISED SIGNATORY			DATE OF AUTHORISATION		
							/ /		
<p>The authorised signature on this time sheet is evidence that you are happy with our Contractors / Temporary Employees' performance in every respect and our invoices are raised on this basis. If you are unhappy with any aspect of our Contractors / Temporary Employees' performance can you please discuss the same with our Employee, or call our Consultants on (02) 9421 5900. The maximum hours to be worked per day are 8 hrs unless agreed by both Candidate and Client.</p> <p>Employees who work for a period of 5 hrs on any one day shall be allowed a meal break of not less than 30 minutes nor more than 1 hour unless agreed by Client</p>									
Have there been any injuries with on-hired employees at work?				YES	NO	Are there any concerns with hazards in the working environment?		YES	NO

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