

**Timesheet Deadline**  
**MUST BE IN BY 9:30AM MONDAY**  
**If timesheet is not handed in before**  
**9:30am Monday they will not be**  
**processed until the following week.**  
**NO EXCEPTIONS**



# Staffing Solution

HEAD OFFICE  
 35 GRAFTON STREET, CAIRNS PO BOX 2512, CAIRNS QLD 4870  
 PHONE: 07 4031 5000  
 FAX: 07 4031 1271  
 EMAIL: payroll@staffingsolution.com.au

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

WEEK ENDING (SUNDAY'S) DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE USE 24 HOUR CLOCK. For example 6am = 06.00 and 6pm = 18.00

NOTE: ALL TIMES MUST BE ROUNDED TO THE NEAREST 15 MINUTES. For example finish at 1.10pm will become 13.15

EACH SHIFT MUST BE SIGNED OFF BY A SUPERVISOR FOR THE HOURS ACTUALLY WORKED. IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO ENSURE THAT START, BREAK AND FINISH TIMES ARE CORRECT AND "TOTAL HOURS" SIGNED. STAFFING SOLUTION RESERVE THE RIGHT TO ADJUST THE "TOTAL HOURS" IF THE "TOTAL HOURS" SIGNED FOR IS ADDED INCORRECTLY.

<u>DAY</u>	<u>DATE</u>	<u>PROPERTY</u>	<u>POSITION</u>	<u>SHIFT START</u>	<u>BREAK START</u>	<u>BREAK FINISH</u>	<u>SHIFT FINISH</u>	<u>TOTAL HOURS</u>	<u>SUPERVISOR NAME</u>	<u>SUPERVISOR SIGNATURE</u>
MON										
TUE										
WED										
THU										
FRI										
SAT										
SUN										

**THE HOST EMPLOYER BY SIGNING THIS TIMESHEET WARRANTS THAT THE PREMISES MEET WORKPLACE HEALTH AND SAFETY REQUIREMENTS**

Date	Property	METHOD OF TRANSPORT			IF PASSENGER	IF DRIVER		IF DRIVER Provide Names of Passengers
		OWN TRANSPORT	SS CAR	Employee Car		OWN TRANSPORT	SS CAR	
Write the date you worked	Write the property you worked at				WRITE DRIVERS NAME			WRITE THE FULL NAMES OF ANY PASSENGERS YOU TOOK OTHERWISE NO FUEL ALLOWANCE WILL BE GIVEN

If you require transport to and from work by Staffing Solution or by another staff member, then fuel charges will apply and will be deducted from your pay

OFFICE USE ONLY		<p><b>EMPLOYEES:</b>  Timesheets without supervisor's signature will not be paid.  Timesheets must be handed in by 9:30am on Monday's, for the previous weeks work.  Timesheets are still due in on a Monday, even if it is a public holiday.  Failure to hand in your timesheet on time will result in a delayed payment.  Use one timesheet for all shifts worked between Mondays to Sunday in any one week.  Please fill in both sides of your timesheet.</p> <p><b>CLIENTS:</b>  This timesheet is the Staffing Solution Employee's Timesheet, and is to be kept by the Staffing Solution Employee.  The supervisor's signature above accepts that the work has been satisfactorily completed.  By the supervisor signing this document they have agreed to the Terms and Conditions of Business for Temporary or Payrolled Staff supplied by STAFFING SOLUTION.  These terms are explained in your Terms and Conditions document.</p>
DATE STAMP	INITIALS	