

PRESTIGE STAFFING PERSONNEL - TIMESHEET

Authorised timesheets MUST be submitted by 12 Noon Monday

Email *payroll@prestaff.com.au* **In Person** *43 Lemon Ave Mildura VIC 3500*
Fax *0350 233 551* **Phone** *0350 233 990*



PrestigeStaffingPersonnel

NAME: _____

NAME OF COMPANY: _____

POSITION IN COMPANY: _____

WEEK ENDING: / /

Day	Date	Time Start	Time Finish	Less Breaks	Total Hours Worked	OFFICE USE ONLY			
						ORDINARY	1.5X	2X	RDO
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Total Hrs									
ALLOWANCES / REIMBURSEMENTS / OTHER REQUIREMENTS									

IS YOUR ASSIGNMENT CONTINUING NEXT WEEK? YES / NO ESTIMATED ASSIGNMENT END DATE:

WORKPLACE HAZARD IDENTIFIED DATE:..... HAZARD TYPE:.....

I VERIFY THAT THE ABOVE RECORD IS CORRECT AND I HAVE NOT SUSTAINED ANY WORK RELATED INJURIES DURING THIS PERIOD.

SIGNATURE OF TEMPORARY WORKER..... **DATE**...../...../.....

SUPERVISOR'S NAME AND POSITION IN COMPANY:

I AUTHORISE THAT THE ABOVE HOURS ARE CORRECT AND AGREE TO THE TERMS AND CONDITIONS PREVIOUSLY ADVISED

AUTHORISED SUPERVISOR'S SIGNATURE..... **DATE**...../...../.....