

**Temporary Employee Timesheet**

**** 1300 875 947

accounts@questpersonnel.com.au

**Head Administration Office:**

1 Hoddle St

Collingwood Vic 3066

|  |  |  |
| --- | --- | --- |
| **Client Name :** | | **Temporary Employee’s Name:** |
| **Work Location** |  | |
| **Hourly Rate of Pay** |  | |
| **Temporary Work Performed** |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Start Time** | **Time off during**  **(\*Meals period)** | **Work Period**  **(Other)** | **Finish Time** | **Total Daily**  **(Ordinary)** | **Hours**  **(Overtime)** | **Temporary Employee**  **Signature** |
| **Mon** |  |  |  |  |  |  |  |  |
| **Tues** |  |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |  |
| **Thurs** |  |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Total Hours**  **Worked** |  |

**\*To be completed where no fixed Meal Period/Periods are provided under the employee’s contract of employment**

**Supervisor Name**

**Supervisor Signature:**

|  |  |
| --- | --- |
| **To our temps:**  **Please tick the boxes-**   * **Temporaries agree that under no circumstance will they seek or accept a direct offer of further assignments or of employment, from any client without first discussing this with Quest Personnel.** * **On completion of the assignment (or at the end of each week), please complete the hours worked for each day (excluding lunch hours) and the total hours worked for the week, and have this signed by the person you to whom you reported while on assignment.** * **After signing return the timesheet to quest personnel payroll via** [**payroll@questpersonnel.com.au**](mailto:payroll@questpersonnel.com.au) * **To ensure prompt payment, please ensure your timesheet is received by no later than 9 am Monday of the following week.** * **Pay rates will vary according to classification and length of assignment. As you will be paid by Quest Personnel, any subsequent questions should be directed to quest personnel.** * **If for any reason you can’t report to an assignment or if you are going to be late or require time off, you should always advise Quest Personnel immediately.** | **To our clients:**   1. **Please sign at the end of each week or assignment** 2. **You will be invoiced weekly, and as the temporary will have been paid, we require immediate payment. Please ensure your accounts department gives the account immediate attention.** 3. **Minimum hire is 4 hours (unless otherwise agreed prior to the assignment.** 4. **Our terms are seven days from date of invoice** 5. **A permanent placement fee is payable should any Temporary person is introduced by Quest Personnel be employed by your organization (or a subsidiary, division or client of your organisation) on either a temporary of permanent basis within 12 months of this timesheet.** 6. **Your temporary consultant is committed to servicing your needs- please call us if we can help in any way.** |

**Wages and Allowances (Office use Only -Do Not Complete)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total**  **Ordinary Hrs** | **Total**  **Overtime** | **Total Adjust** | **Gross**  **Wages** | **Total**  **Allowances** | **Tax** | **Super**  **Annuation** | **Net Wage** |
|  |  |  |  |  |  |  |  |