



# TEMPORARY EMPLOYEE TIMESHEET

TEMPORARY EMPLOYEE: .....

COMPANY NAME: .....

WEEK ENDING: (Friday) .....

Please email timesheets to **temps@thecompanyconnection.com.au** by no later than **10.00am Monday**. Timesheets not received by this time will be processed the following week.

	Date	Start Time	Finish Time	Lunch Break	Total Hours (to nearest 15 mins)
<b>SAT</b>					
<b>SUN</b>					
<b>MON</b>					
<b>TUE</b>					
<b>WED</b>					
<b>THU</b>					
<b>FRI</b>					
<b>Total Hours for Week</b>					

.....  
TEMPORARY EMPLOYEE SIGNATURE

NOTE: After 8 hours per shift, overtime is charged and total hours rounded to the next half hour. After 38 hours per week, overtime is charged. Meal Allowance is charged (with no TCC markup) for a shift starting before 7.00am or finishing after 7.00pm. A minimum of 3 hours is charged per shift. For more information, please refer to the CLERKS – PRIVATE SECTOR AWARD IN MODERN AWARDS at [www.fairwork.gov.au](http://www.fairwork.gov.au) or contact TCC's Temporary Division.

CLIENT AGREEMENT: The hours indicated above were completed by the temporary employee and performed satisfactorily. Engagement of temporary staff provided by The Company Connection (TCC) constitutes an acceptance of our terms and conditions. Please note that a permanent placement fee will be charged if any temporary employee introduced by TCC is employed by your organisation directly, or on a contract basis within 12 months of this date.

CLIENT SIGNATURE: ..... PO/Job NUMBER: .....  
(If required)

PRINT NAME: ..... DEPARTMENT: .....

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