

RECRUITMENT QUEENSLAND TEMPORARY ASSIGNMENT TIMESHEET

PO Box 512 Ipswich Qld 4305

Ph: (07) 3813 9700

Fax: (07) 3813 9799

**TIMESHEETS MUST BE RECEIVED BY 9am MONDAY TO ENSURE PAYMENT
BY THE FOLLOWING FRIDAY.**

Please pass the original to client and fax copy.

WeekEnding:/...../.....						Name of Temporary Miss/Mrs/Mr/Ms Name of Client/Supervisor Miss/Mrs/Mr/Ms Company Address Please record the street address
Date	Day	Time Started	Time Finished	Less Lunch	TOTAL	
01/05	Example	8.30am	5.30pm	1hr	8hrs	
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
TOTAL Hours for the Week						

Recruitment Queensland Terms of Business

1. You, the client acknowledge the provision of the relevant award applicable to the temp and their position and agree to adhere to it.
2. The temp is under your direction and control from the time they report for duty until the assignment is completed. You also assume responsibility for all acts, errors or omissions, negligent or otherwise, as though the temp was on your payroll and that you comply with all statutes, by-laws and legal requirements to which the temp is subject to, commensurate with your own staff. However, this in no way states or implies that the temp is an employee of yours for other purposes
3. The client agrees to indemnify and keep Recruitment Queensland indemnified in respect to all claims arising out of the employment of the temp.
4. Recruitment Queensland makes every effort to provide a temp according to booking details. In addition to this, Recruitment Queensland aims to ensure high standards of proficiency from our temps. However, no liability will be accepted by Recruitment Queensland for any loss, expense, damage or delay arising from any failure to produce a temp for all or part of the period of booking, nor for any negligence, dishonesty, misconduct or lack of skills of the temp provided.
5. All temps are employees of Recruitment Queensland and are therefore directly paid by Recruitment Queensland.
6. You, the client are charged only for the actual hours worked by the temp (according to specified hourly rates), providing the temp is engaged for a minimum period of four (4) hours on any given day.
7. The hourly rates for temps may vary under Awards Structures and include all applicable statutory charges, i.e. taxation, workers compensation, holiday loading and superannuation. Any overtime worked by a temp incurs a charge to you the client, according to the particular temp, their position and the relevant conditions of the overtime worked. Recruitment Queensland is responsible for the insurance of a Group Certificate. Any client authorised travel during working hours will be invoiced by Recruitment Queensland at the rate plus kilometre allowance by the appropriate Award or Agreement.
8. Recruitment Queensland will pay and be entitled to payment on the basis of the working hours shown on the Recruitment Queensland Timesheet and the temp undertakes to have each timesheet authorised by an appropriate person.
9. If you cancel or postpone an assignment at very short notice and Recruitment Queensland is unable to intercept the temp before they report for duty, the temp is entitled to receive compensation from you of two hours pay to cover out of pocket expenses.
10. Recruitment Queensland is to be provided with not less than eight (8) hours notice of the cancellation or postponement of any individual Recruitment Queensland temp assignment.
11. If a temp supplied by Recruitment Queensland is subsequently employed by the client as an employee or if the client introduces a temp to a third person or associated entity, who so employs the temp, and should either occur within six (6) months of the termination of the contract with the client then the temp shall be deemed to have been employed by the employer as a member of the client's permanent staff and a placement fee in accordance with the standard schedule of fees of Recruitment Queensland shall be immediately payable by the client to Recruitment Queensland
12. All rates and conditions are subject to change without notice when affected by a variation in Award or Agreement conditions and will be adjusted from the date designated for implementation of the variation decision.
13. Recruitment Queensland requires prompt payment of fees on receipt of the the invoice by the client. Terms of Business for payment are strictly seven (7) days. A service fee of 10% per month will apply to payments received outside this period.
14. The terms and conditions of this contract shall be interpreted and take effect in accordance with the laws of the State of Queensland.

Temporary Certification

I certify that the above hours are correct and no injuries have been sustained.

I understand fees will not be paid unless the client has signed this time sheet.

Temporary's Signature: X.....

Client Authorisation

Please sign this form to verify that the hours stated are correct and the work was completed to a satisfactory standard. It is understood that temporary staff are supplied in accordance with Recruitment Queensland Terms of Business.

Client's Signature: X.....

Name-Please Print: X.....