



Specialised Administrative Staffing

TIMESHEET

Fax or email no later than
Monday 10:00am AEST.

NSW employees fax your timesheet to: 1300 651 860 or email to nswpayroll@roberthalf.com.au
VIC employees fax your timesheet to: 1300 651 987 or email to vicpayroll@roberthalf.com.au
QLD employees fax your timesheet to: 1300 798 208 or email to gldpayroll@roberthalf.com.au

PLEASE ENSURE YOU SELECT YOUR STATE:

New South Wales

Queensland

Victoria

Client		Employee name	
Address		Week ending	

SUMMARY OF HOURS WORKED					OFFICE USE ONLY				
	Date	Time started	Time finished	Time for meals	Hours worked	NT	OT ½	DT	DT ½
Mon									
Tue									
Wed									
Thur									
Fri									
Sat									
Sun									
Total hours worked									

Client signature _____ Position _____ Date _____

I certify that the number of hours set forth above is accurate and that services have been provided for the hours indicated and those services have been satisfactorily completed by the Temporary Personnel. By signing above, I agree to arrange payment to Robert Half Australia Pty Ltd ("OT P/L" or "OfficeTeam") for the services provided according to the Terms of Business which I have received and accept as governing this transaction.

I understand and agree that, as a condition of the services being provided by OfficeTeam, the Terms of Business govern all Temporary Personnel assignments and these terms are incorporated by reference as if fully set forth herein. Unless the Temporary Personnel were required to leave early due to illness, emergency or personal necessity, I understand and agree that I am responsible for payment of the daily minimum assignment period of four (4) hours, regardless of whether Temporary Personnel have worked the entire daily minimum assignment period. I also understand and agree that additional loadings may be payable for hours worked on Saturdays, Sundays or Public Holidays in accordance with any applicable industrial instrument. In accordance with the Terms of Business I acknowledge that:

- a) OfficeTeam may review its fees from time to time and may vary the fees in accordance with the Terms of Business;
- b) OfficeTeam will issue a tax invoice each week;
- c) The Temporary Personnel's timesheet will form the basis of OfficeTeam's invoice;
- d) OfficeTeam will not be liable for any failure, default, act or omission of the Temporary Personnel;
- e) If the Temporary Personnel is directly or indirectly engaged on a permanent, temporary, or consulting basis within 12 months of the end of any Temporary Personnel's engagement with OfficeTeam, a conversion fee or contract fee is payable in accordance with OfficeTeam's scale of fees at the time of the engagement. OfficeTeam reserves the right to amend its scale of fees at its discretion from time to time.
- f) If the Temporary Personnel is allocated to another business, introduced, or information regarding the Temporary Personnel is passed to a third party resulting in the temporary or permanent engagement of the Temporary Personnel by another business within 12 months of the end of the original engagement, a fee is payable to OfficeTeam in accordance with its scale of fees as amended from time to time. Such engagement will not attract a guarantee period or be subject to a discount.

The Temporary Personnel provided by OfficeTeam is deemed at all times to be under the control and direction of the Client during the term of the engagement. No liability will be accepted by OfficeTeam for the negligence, dishonesty, misconduct or lack of skill of the Temporary Personnel. In the event of any conflict between the timesheet(s) and the Terms of Business, I agree that the Terms of Business will control.

Visit our website at www.officeteam.com.au