

31 Spencer Street, Bunbury WA 6230 Phone: (08) 9721 8155 Fax: (08) 9791 1691 Email: payroll@southwestpersonnel.com.au

Client: _____ Site: _____ T/Sheet No: _____

Supervisor's Name: _____ Order No: _____

Employee: _____ Position: _____

If Timesheet is received later than 12 noon Monday, pay will be processed the following week

Date Worked	Time Started	Less Lunch	Time Finished	NT	T 1/2	DT	P/H	Allowances	Job No.	Plant No./Area	INDUCTION
Sat / /											I hereby certify I have undergone an induction at the above work place.
Sun / /											
Mon / /											
Tues / /											
Wed / /											
Thur / /											
Fri / /											
TOTAL HOURS											



SOUTH WEST PERSONNEL

CONDITIONS OF SERVICE

- Staff is supplied on the understanding that all accounts are strictly net fourteen (14) days.
- All salaries, income tax deductions, payroll tax, workers' compensation, etc. are the responsibility of South West Personnel.
- Our normal scale of fees will apply if the staff provided is transferred to your payroll within ninety (90) days of completion of assignment.
- Existing rates are subject to change without notice from time to time. These increases will apply from the date of the award variation.
- Overtime rates will be paid in accordance with the provisions of the appropriate awards and charged

Notes: _____

Assignment: Completed Returning

SUPERVISOR'S CERTIFICATION:
It is hereby certified that the hours stated hereon are correct and that the work was performed satisfactorily. I have read and accept the terms covering hiring of our temporary employee.

EMPLOYEE'S CERTIFICATION:
The above hours were worked by me and are true and correct.

Supervisor's Signature: _____ Employee's Signature: _____

