

<b>Client:</b>						<b>Site:</b>				<b>T/Sheet No:</b>		
<b>Supervisor's Name:</b>						If Timesheet is received later than 12 noon Monday, pay will be processed the following week				<b>Order No:</b>		
<b>Employee:</b>										<b>Position:</b>		
Date Worked	Time Started	Less Lunch	Time Finished	NT	T <sup>1/2</sup>	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 / /											OTHER TRAINING	
Wed / /											Please list any training provided by the above employer: e.g. forklift, etc.	
Thur / /												
Fri / /												
<b>TOTAL HOURS</b>												

- 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: \_\_\_\_\_

Name (please print): \_\_\_\_\_

