

TIME SHEET – HOURLY RATE



WEEK ENDING _____

CONTRACTOR NAME _____

EMAIL ADDRESS _____

COMPANY NAME _____

TELEPHONE _____

Date Worked	Day	Time Started	Time Finished	Less Lunch Breaks	Regular Hours	Overtime Hours		Shift Loading		Allowances	OFFICE USE ONLY
						Time & A Half	Double Time	Afternoon Shift (15%)	Public Holidays	Meal Allowance	Expense Reimbursement
/ /	SAT										
/ /	SUN										
/ /	MON										
/ /	TUE										
/ /	WED										
/ /	THU										
/ /	FRI										
* Total hours for week to nearest quarter hour				* Total Hours							

ASSIGNMENT CONTINUING YES NO

HOURS OF WORK

Ordinary hours of work are 10 hours per day or 38 hours per week with overtime rates as follows:

- 10 hour day or 38 hour week – standard;
- 12 hour day or 40 hour week – time plus one half between 10 and 12 hours per day or 38 and 40 hours per week;
- 12+ hour day or 40+ hour week – double time on hours in excess of 12 hours per day or 40 hours per week;
- Saturdays attract time plus one half;
- Sundays attract double time;
- Public Holidays attract double time plus one half;
- All hours noted on this timesheet will be rounded to the nearest quarter hour.

Summary of Terms of Business relating to Temporary & Contracting staff

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 Morgan Consulting Pty Ltd for the services provided according to the Terms of Business which I have received and accept as governing this transaction.

CANDIDATE/CONTRACTOR SIGNATURE _____

CLIENT/SUPERVISOR SIGNATURE _____ PO NUMBER _____

PRINT NAME _____

PRINT NAME _____ TITLE _____

PLEASE FAX TIMESHEET TO 03 8606 0301 OR EMAIL TO timesheets@morganconsulting.com.au BY 6 PM FRIDAY