

Name (print) **Mr/Mrs/Miss/Ms.** ..... **EMPL code** .....

**Organisation** .....

**Address** (where worked) .....

**Week ending Sunday** .....

Day	Date	Start time	Finish time	Meal breaks	Ordinary time	Overtime	KMS travelled	Total hours worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total hours (excluding) meal breaks</b>								

**Copy of completed timesheet:**

emailed to [HStimesheets@mcArthur.com.au](mailto:HStimesheets@mcArthur.com.au)     faxed to (03) 9804 7259

**Important information for clients**

Before signing:

- Please check all details and note that once approved, no further claims will be recognised by McArthur.
- Please refer to McArthur Terms and Conditions, in particular:
  1. *Payment.* Terms for Temporary/Contract Staff accounts are **STRICTLY 7 DAYS.**
  6. *Transfer to Permanent Employment.* **A fee equivalent to 14% of annual starting salary is applicable.**

I hereby certify that I did not suffer any injury during the above term of employment and stated hours are correct

**Signature of temporary** .....

I hereby certify that the above hours and staff details are correct

**Signature of client** .....

**Name of client signatory** (please print) .....

**Position title** .....

[www.mcarthur.com.au](http://www.mcarthur.com.au)

Level 3, West Tower, Botanicca Building 3, 570 Swan Street, Burnley, Victoria 3121 Telephone: (03) 9828 6565

Melbourne • Sydney • Canberra • Brisbane • Adelaide