



TEMPORARY STAFF TIMESHEET QUEENSLAND Early Childhood Education

ABN 51 078 078 341

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

Centre/Organisation

Address (where worked)

Position title

Week ending Tuesday

Day	Date	Start time	Finish time	Meal breaks	Hours worked	Client signature	Signatory name
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Total hours (excluding) meal breaks							

Copy of completed timesheet is to be sent at the latest by 8:00am Wednesday:

emailed to ecqld@mcArthur.com.au

faxed to (07) 3211 9677

Important information for clients

Before signing:

- Please check all details and note that once approved, no further claims will be recognised by M^cArthur.
- Please refer to M^cArthur Terms and Conditions, in particular:

Our Terms for Temporary / Contract Staff Accounts - Net 7 Days

It is hereby agreed that transfer or acquisition of a member of our temporary staff within six months of final day of employment incurs a placement fee of 14% of the engaged annual salary.

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

Level 15, 127 Creek St, Brisbane City QLD 4000 Telephone: (07) 3211 9700

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