



STRATEGY ONE
HUMAN RESOURCES

ABN:12 612 443 633

Please ensure completed timesheet is returned to Strategy One NO LATER than **10.00am Monday**
either via fax **(03) 8791 1555** or email: **payroll@strategy1hr.com.au**

TIMESHEET FOR THE WEEK ENDING SUNDAY ____/____/2017

COMPANY:

Site Worked:

On Site Induction Completed? ☐ Yes ☐ No

Employee Name

Classification

Client Order No: _____

OFFICE USE ONLY

	Date	Time started	Time finished	Less lunch	Hours worked
Monday				1/2 hr	
Tuesday				1/2 hr	
Wednesday				1/2 hr	
Thursday				1/2 hr	
Friday				1/2 hr	
Saturday				1/2 hr	
Sunday				1/2hr	
TOTAL					

Ord T	T x 1.5	T x 2	Public	Meal	Travel	Other

Client signature: _____

Print name: _____

Employee signature: _____

Date: _____

Temporary Certification: I have worked the above hours and no injuries were sustained. I have not accepted a position, permanent or temporary. I am aware that my hourly rate includes a casual loading for holiday and sick pay and that I am paid for actual hours worked. **Remuneration will NOT be paid without a timesheet signed by the client.**
If you have been assigned tasks that differ from those originally described please call the office and speak with the consultant who placed you immediately.

Please feel welcome to contact us with any payroll queries or feedback on (03) 8791 1500