

Time Sheet



Please submit time sheet by Friday 5.30pm

Fax: 03 5976 8145 or Email: admin@paceappointments.com.au

Client		Location	
Week ending			
Name			
Assignment position			
Report to			

	Date	From (am)	To (pm)	Lunch (min)	Net Hours (excluding lunch)	
Monday					hr	min
Tuesday					hr	min
Wednesday					hr	min
Thursday					hr	min
Friday					hr	min
Saturday					hr	min
Sunday					hr	min
Total Net Hours					hr	min

Note: net hours = actual hours worked, excluding lunch

New banking details	
BSB	
Account	

Please advise Pace of any change in address details.

Client Authorisation

- I understand that I am required to notify Pace Appointments (NSW) Pty Ltd "Pace" if an on-hired worker is required to perform alternative duties, duties at a different site or where there are significant changes to the current systems or site that have not been agreed to or that we are not aware of.
- I understand and accept that should any Temporary Contractor introduced by Pace Appointments (NSW) Pty Ltd (Pace) be employed by us or any related entity or related corporation or any third party referred by us, within twelve months of the date of completion of the last temporary or contract assignment of that Temporary Contractor with us, then we will be bound by your Terms of Business and a fee, as shown in your Schedule of Fees, will be charged to us.

Please Note: By signing below you confirm that the above hours are correct. Please ensure the Total Net Hours have been filled in also so that no alterations can be made once the timesheet has been authorised and signed by a company representative.

Client Signature: _____ Date: _____

Client Name and Title: _____

All Temporary Contractors are assigned under the direct control and supervision of the client. Pace will not accept liability for any errors, expense, loss, damage or delay ensuing from any failure to provide or any misconduct, negligence or lack of skills of the Temporary Contractor.