



Time Sheet

Please submit authorised time sheet by Friday 5.30pm
E-mail to admin@paceappointments.com.au or fax: **03 5976 8145**

Host Employer		Location		State	
Week Ending					
On-Hire Worker	First Name:				Surname:
Assignment Position					
Report to					

	Date	Start Time (AM)	Finish Time (PM)	Lunch Break (Minutes)	Total Net Hours (Excluding Lunch)	
					HOURS	MINUTES
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL HOURS WORKED						

Client Authorisation

- I understand and accept that should any On-Hire worker introduced by Pace Appointments (VIC) Pty Ltd 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 On-Hire assignment, 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.
- I understand that I am required to notify Pace Appointments (VIC) Pty Ltd in the event that an on-hire worker is required to perform alternative duties, duties at a different site or when there are significant changes to the current systems or site that have not been agreed to or that Pace Appointments (VIC) Pty Ltd are not aware of.

ON HIRE WORKERS PLEASE NOTE:

Total Net Hours must be filled in and signed off by a company representative.

ALL changes to a signed off time sheet require further authorisation against all changes by the company representative.

Host employer, by signing below confirms that the above named on-hire worker has worked

Hours

Host Employer: Signature: _____ Date: _____

Host Employer: Name and Title: _____

All On-Hire workers are assigned under the direct control and supervision of the Host Employer. Pace Appointments (VIC) Pty Ltd 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 On-Hire worker.



Partner with Pace