



# Time Sheet

Please submit authorised time sheet by Friday 5.30pm

Host Employer email form to: [admin@paceappointments.com.au](mailto:admin@paceappointments.com.au)

Host Employer:		Location:		State:	
On-Hire Worker:	First name:	Last name:			
On-Hire Worker email:			Assignment Position:		
Report to (name):			Report to (email):		

**Week Beginning Date:** ▼ *NOTE: Week Beginning Date MUST be a Monday*

Date	Start Time (AM)	Finish Time (PM)	Lunch Break (Minutes)	Total Net Hours (Excluding Lunch)	
<i>First enter Week Beginning Date above</i>	<i>e.g. 9:00 am</i>	<i>e.g. 5:00 pm</i>	<i>e.g. 00:30</i>	HOURS	MINUTES
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL HOURS WORKED</b>					

**CLEAR FORM**    **SEND TO YOUR MANAGER**    **OFFICE USE ONLY**

## Host Employer to complete

### 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 \_\_\_\_\_ Minutes

Host Employer name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: (Use Sign Tool) \_\_\_\_\_ Date: \_\_\_\_\_

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.

**SUBMIT AUTHORISED TIME SHEET**

