



Time Sheet

Please submit authorised time sheet by Friday 5.30pm

Host Employer email form to: 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					
TOTAL HOURS WORKED					

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 (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 (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 (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 (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

paceappointments
Partner with Pace