



Staffing Solution

**PLEASE NOTE: AS PER THE AWARD YOU ARE REQUIRED TO TAKE A 30 MINUTE UNPAID BREAK IF YOU ARE ROSTERED TO WORK LONGER THEN 6 HOURS. IT IS A STAFF MEMBERS RESPONSIBILITY TO ENSURE THAT THE REQUIRED BREAK IS TAKEN AND WRITTEN CORRECTLY ON THEIR TIMESHEET**

**TIMESHEET DEADLINE**  
Timesheets must be submitted by 9:00am on a Monday morning. If they are not received prior to this time your pay will not be processed until the following week.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Week Ending (Sundays) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE USE 24 HOUR CLOCK. For example 6am = 06.00 and 6pm = 18.00  
NOTE: ALL TIMES MUST BE ROUNDED TO THE NEAREST 15 MINUTES.

EACH SHIFT MUST BE SIGNED OFF BY A SUPERVISOR FOR THE HOURS ACTUALLY WORKED. IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO ENSURE THAT START, **BREAK** AND FINISH TIMES ARE CORRECT AND "TOTAL HOURS" SIGNED.

<u>DAY</u>	<u>DATE</u>	<u>PROPERTY</u>	<u>POSITION</u>	<u>SHIFT START</u>	<u>BREAK START</u>	<u>BREAK FINISH</u>	<u>SHIFT FINISH</u>	<u>TOTAL HOURS</u>	<u>SUPERVISOR NAME</u>	<u>SUPERVISOR SIGNATURE</u>
MON										
TUE										
WED										
THU										
FRI										
SAT										
SUN										

<b>HEAD OFFICE</b> <b>35 GRAFTON STREET,</b> <b>CAIRNS PO BOX 2512, CAIRNS QLD 4870</b>	<b>Phone: 07 4031 5000</b> <b>Fax: 07 4031 1271</b> <b>Email: payroll@staffingsolution.com.au</b>
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# TRANSPORT

<b>DATE</b>	<b>PROPERTY</b>	<b>METHOD OF TRANSPORT</b>			<b>DRIVERS NAME</b>	<b>ONE WAY PASSENGERS NAME</b>	<b>BOTH WAY PASSENGERS NAME</b>
Write the date you worked	Write the property you worked at	Own Car	Staffing Solution Car	Employee Car	Write Drivers Name	Write the full name of any passengers you took in the appropriate sections below otherwise no fuel allowance will be given.	

**If you require transport to and from work by Staffing Solution or by another staff member, then fuel charges will apply and will be deducted from your pay.**

**EMPLOYEES:**  
 Timesheets without supervisor's signature will not be paid.  
 Timesheets must be handed in by 9:00am on Monday's, for the previous weeks work.  
 Timesheets are still due in on a Monday, even if it is a public holiday.  
 Failure to hand in your timesheet on time will result in a delayed payment.  
 Use one timesheet for all shifts worked between Mondays to Sunday in any one week.  
 Please fill in both sides of your timesheet.

**CLIENTS:**  
 This timesheet is the Staffing Solution Employee's Timesheet, and is to be kept by the Staffing Solution Employee.  
 The supervisor's signature above accepts that the work has been satisfactorily completed.  
 By the supervisor signing this document they have agreed to the Terms and Conditions of Business for Temporary or Permanent Staff supplied by STAFFING SOLUTION.  
 These terms are explained in your Terms and Conditions document.