

ABN: 84 602 617 61



Please tick appropriate division

This timesheet is for time worked the week ending **WEDNESDAY**

**Your details**

**1**

Surname

First Name

**Phone** 1300 789 227  
**Fax** (03) 9857 0950  
**Email** [payroll@peoplematch.net.au](mailto:payroll@peoplematch.net.au)

**Assignment Details ( all fields must be completed)**

**2**

At (name of company where you are working)

Position title (agreed upon acceptance of shift)

Cost Code (if applicable)

Job/Site No. (if known)

**Your Signature**

**4**

I agree that the above hours are a correct record of the hours I have under the terms of my assignment with A La Carte Personnel

**Hours Worked**

**3** EXCLUSIVE OF LUNCH and TRAVEL TIME - USE 24 HOUR CLOCK  
E.g. START 08:00 \* LUNCH BREAK 0:30 \* FINISH 17:30 \* TOTAL 08:30

	DATE WORKED	START TIME (NOT WHEN YOU TOOK IT)	LENGTH OF BREAK (NOT WHEN YOU TOOK IT)	FINISH TIME	HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
	TOTAL				

USE HOURS AND MINUTES, NOT DECIMALS!

**Authority To Pay (TO BE COMPLETED BY MANAGER)**

**5**

I hereby certify the total hours worked are correct record of the hours worked and I accept the terms and conditions for the introduction of temporary staff by A La Carte Personnel

Manager's Name

Manager's Signature

Date

**Client Comments (OPTIONAL)**

Have sections 1 - 5 been completed? If so fax to (03) 9857 0950 no later than 10:00am Thursday  
N.B If all sections are not correctly completed your pay may be delayed - it is your responsibility to ensure that all information is correct.