

Name (print) Mr/Mrs/Miss/Ms. .... EMPL code .....

Client/Centre ..... Position Title .....

Address (where worked) .....

Week ending Wednesday .....

Day	Date	Room Number	Start time	Finish time	Meal breaks	Total hours worked
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
<b>Total Hours (Excluding Meal Breaks)</b>						

**Please submit your timesheet by 8am Thursday**

If you prefer to send your timesheet electronically please contact your consultant

emailed to nicola.taylor@mcARTHUR.com.au     faxed to (07) 3211 9677

### Important information for clients

Before signing:

- Please check all details and note that once approved, no further claims will be recognised by McArthur.
- Please refer to McArthur Terms and Conditions, in particular:

#### **Our Terms for Temporary / Contract Staff Accounts - Net 7 Days**

**It is hereby agreed that transfer or acquisition of a member of our temporary staff within six months of final day of employment incurs a placement fee of 14% of the engaged annual salary.**

I hereby certify that I did not suffer any injury during the above term of employment and stated hours are correct

**Signature of temporary** .....

I hereby certify that the above hours and staff details are correct

**Signature of client** .....

**Name of client signatory** (please print) .....

**Position title** .....

[www.mcarthur.com.au](http://www.mcarthur.com.au)

Level 17, Brisbane Club Tower, 241 Adelaide St. Brisbane, 4000 QLD Telephone: (07) 3211 9700

Melbourne • Sydney • Canberra • Brisbane • Adelaide