

This timesheet must be faxed to LSA on 07 3367 3736, no later than 11.00am on MONDAY.

Note: Timesheets received after this time will miss the current pay run and not be processed until the following week. Should you require an additional pay run then a \$15 processing fee will be incurred.

FULL NAME	
CLIENT	
SITE ADDRESS	
WEEK ENDING	

DAY	DATE	START	END	BREAK	TOTAL HOURS	Normal	Time & Half	Double Time
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
TOTAL HOURS (minus breaks)								

Are any of the above hours subject to agreed penalty rates? Yes No

Client Authorisation

I certify that the details shown above are correct and that the work was performed in a satisfactory manner. By signing this I, on behalf of the company, confirm that I have received and agree to abide by LSA Recruitment's Terms and Conditions and additionally that I have provided a safe and healthy work environment and have not significantly varied the assignment duties for the temporary employee from the original assignment description.

Signed:

TIMESHEET CANNOT BE PROCESSED WITHOUT CLIENT CERTIFICATION

Employee Authorisation

I certify that the details shown above on this timesheet are true and additionally that I have not sustained any injuries during the assignment and my assignment duties have not varied significantly from the original assignment description.

Signed:

DAY	Allowance	Detail	Client Signature
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			