

# catherinehoneysett&co

executive pa and corporate recruitment

Please ensure your completed and signed timesheet is submitted by fax 02 8246 6672  
or email [execpa@catherinehoneysett.com](mailto:execpa@catherinehoneysett.com) by 10am Monday

Temporary's Name	
Temporary's Signature	
Position Title	
Company	

WEEK ENDING FRIDAY						OFFICE USE ONLY		
DAY	DATE	START	FINISH	BREAK	TOTAL			
MON								
TUE								
WED								
THUR								
FRI								
SAT								
SUN								
TOTAL HOURS WORKED								

Please provide the client with the original timesheet and retain a copy for your records.

Timesheet must be signed by the client and temporary employee. Unsigned timesheets will not be processed.

1. Minimum assignment is 4 hours
2. No Public Holidays or Sick Leave are payable
3. Overtime is calculated as follows:
  - a. Each ordinary day's work is up to 8 hours, or each week is 38 ordinary hours. Anything beyond this is paid as overtime
  - b. Overtime is calculated at time and a half for the first 2 hours beyond 8 hours, and double time thereafter
  - c. When calculating overtime, each day must stand alone
  - d. When calculating overtime any portion of an hour of less than 30 minutes should be calculated as 30 minutes and any portion in excess of 30 minutes should be calculated as 1 hour

By signing this timesheet the client is authorising and certifying:

1. Hours shown are correct
2. Acceptance of Catherine Honeysett & Co Terms and Conditions

Client's Name	
Client's Title	
Client's Authorising Signature	
Date	