

Email:
jobs@evelynwoods.com.au

TIME RECORD SHEET: EMAIL YOUR TIME SHEET BY 4.00 p.m. FRIDAY

OF Miss, Mrs, Mr, Ms (Employee: Print your name)
Reporting to Miss, Mrs, Mr, Ms Client Company Address Dept
<p>Client Authorisation Please sign to verify that the hours stated are correct and the work performed in a satisfactory manner.</p> Client Signature <p>Condition of Service</p> <ol style="list-style-type: none"> 1. Our temporary staff are supplied on the understanding that all accounts are strictly net seven (7) days. 2. All salaries, income tax deductions, payroll tax, Workcare and award superannuation are the responsibility of Evelyn Woods Personnel Pty Ltd. 3. Should you employ our Temporary in a permanent position, within three months of the completion date of their assignment with your company, a placement fee will be charged. 4. In compliance with Arbitration decisions existing rates are subject to change from time to time. 5. Overtime rates apply under provision of respective Government Awards.

Week ending Friday.....2.....					
Date	Day	Time Started	Time Finished	Less Lunch Period	Total Hours
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Total Hours for the week					
<p>Employee Certification I have worked the above hours and no injuries were sustained.</p> Employee Signature <p>Instruction to temporary staff</p> <p>Always notify our office immediately you know the completion date of your assignment, for forward bookings.</p> <p>Have a supervisor sign your timecard at conclusion of assignment on Friday of each week and email it to: jobs@evelynwoods.com.au</p> <p>Leave a copy of the timecard with Customer. Additional timecards can be obtained from our website at: www.evelynwoods.com.au</p> <p>Incomplete, inaccurate or unreceived timecards may cause your pay cheque to be delayed.</p> <p>Please notify our office of any change of address or telephone number and any change in your banking details.</p>					

TELEPHONE: 0427 570 570