



On-Hire Casual Assignment Timesheet

Timesheets must be faxed to 9221 7630 by 6pm Friday

Name: Signature:

Assignment Company Name:

Week Ending Date: Friday / / 2012 Assignment continuing next week? Yes / No

Employee Certification: By signing this timesheet, I declare and confirm that I have fulfilled the requirements and obligations of my assignment this week in accordance with the Challenge Consulting Australia Pty Ltd Employment Contract: On-Hire Casual signed by me at the commencement of my employment with Challenge Consulting Australia Pty Ltd.

Record the dates and hours worked this week, including your lunch breaks:

Table with 7 columns: Day, Date, Time Start, Time Finish, Less Lunch, Total Hours Worked, Office Use Only. Rows for Sat, Sun, Mon, Tues, Wed, Thurs, Fri, and a Total row.

Client Timesheet Authorisation: I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that On-Hire Casual Staff are supplied in accordance with Challenge Consulting Australia Pty Limited Terms of Business. I also approve the Overtime Hours ** worked, if applicable (see below for more information regarding overtime). I understand that On-Hire Casual Staff invoices are delivered via email - I will retain a copy of this timesheet if required.

Name: Title:

Signature Approving Hours Worked and Overtime** (if applicable):

Ordinary Hours of Work

- 38 hours per week and 10 hours per day, exclusive of meal breaks, are the ordinary hours of work, and may be worked 8am to 6pm Monday to Friday, and 7am to 12noon Saturday.
- All work performed on a Saturday within the span of ordinary hours will be paid and charge at 1.25% of the normal time hourly rate.
- There will be a minimum payment of 3 hours per day.

Overtime **

An employee will be paid overtime for all authorised work performed outside of, or in excess of, the ordinary hours as follows:

- Time and a Half: first two hours of overtime.
• Double Time: all time worked after the first two hours of overtime.
• Saturdays: all overtime worked is at Double Time with a minimum of 3 hours.
• Sundays: all overtime worked is at Double Time with a minimum of 4 hours.
• Public holidays: all overtime worked is at Double Time and a Half with a minimum of 4 hours.

Meal Allowance: \$12.80 after 1.5 hours of overtime, and then another \$12.80 after 5.5 hours of overtime.