



**AXIS HR / LAW STAFF TIMESHEET**  
**FAX TO (07) 32211449**



**This timesheet must be authorised by the client contact**

<b>WEEK ENDING:</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>CLIENT ASSIGNED TO:</b>	

DAYS	Commenced Work	Finished Work	Meal Breaks	Normal Time	Time + Half	Double Time	Dble Time + Half	Tea Money
<b>EXAMPLE MONDAY</b>	9:00am	5:00pm	½ hr	<b>These columns for office use only</b>				
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
<b>TOTAL HOURS</b>								

**NOTICE TO THE CLIENT AND TEMPORARY**

- (a) For clerical staff, overtime is deemed to be any time worked in excess of 8 hours/day or 38 hours/week, between 6:30am and 6:30pm Monday to Friday. Tea money is payable after 6:30pm. The Client does not pay for lunch hours nor for time off. A minimum charge of 4 hours applies to any temporary assignment. Terms are strictly net 7 days.
- (b) When a member of our Temporary staff is either directly or indirectly - (i) employed by the Client as Permanent staff during an assignment, or on completion of the assignment; or (i) is re-employed by the Client as Temporary staff on completion of the last assignment; then the Client will be responsible for payment of the appropriate Law Staff fee(s).
- (c) If a client refers a member of our Temporary Staff or any details relating thereto, to another employer who subsequently employs that member (irrespective of the position), then the Client will be responsible for payment of the appropriate fee(s) as if they themselves had employed the member.

Please verify that the hours worked as stated above are correct and that our terms of business will be abided by:-

**CLIENT'S SIGNATURE:** ..... **TITLE:** .....

**NOTICE TO THE TEMPORARY**

- (a) Pay day is by 12 noon Tuesday - it is absolutely imperative therefore that timesheets be faxed to (07) 3221 1449 no later than 9:00 am Monday. If signed timesheets are not received by this time your pay cannot be processed until the following week.
- (b) We can deposit your pay directly into your nominated bank account. Your pay will be available to you on Tuesday by 12 noon. The bank account must be in your name. We require the following information:

**If you haven't already done so, please advise us of your banking details for direct deposit of wages.**

<b>BANK NAME</b>	
<b>BSB NUMBER</b>	
<b>ACCOUNT NUMBER</b>	
<b>ACCOUNT NAME</b>	
<b>PAY ADVICE EMAIL ADDRESS</b>	

**TEMPORARY'S SIGNATURE:** .....