



CA MANAGEMENT SERVICES PTY LTD

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RECRUITMENT & HR
TECHNOLOGY SUPPORT

BUSINESS CONSULTING
PCWORKS.COM.AU

Timesheet

Name: _____

Position: _____

Company: _____

	Date	Start	Finish	Lunch	Hours worked	
					Ordinary	Overtime
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Sat/Sun						

TOTAL

Office use only	Rate \$		
	Amount \$		

- I/We acknowledge acceptance of your terms of payment which are 7 days from receipt of invoice.
- In accordance with the award, overtime will be charged on time over and above an 8 hour day and/or a 38 hour week.
- Weekend and Public Holidays will attract penalty rates
- Client is bound by the conditions of CA Management Services Pty Ltd terms of business.
- If an applicant is offered a permanent position within 12 months of introduction by way of resume or temporary position, a fee is applicable.
- A minimum of four hours will be charged.

Is this assignment continuing next week?

YES NO

 Supervisor's Signature
Approving work standards and confirming total hours for payment

 Employee's Signature
I have worked the above hours and no injuries were sustained

WHITE: CLIENT'S COPY

YELLOW: CA MANAGEMENT COPY

PINK: EMPLOYEE'S COPY