

Please ensure your timesheet is authorised and submitted by 6pm Friday (AEST)  
e: payroll@machealthcare.com.au f: 1300 526 877

### Weekly Timesheet

Contractor's Name:	
Client's Name:	
Temporary Job Title:	
State:	

Day	Date	Start Time	Finish Time	Breaks	Total Hours	Office use only				
						ORD	OT1.5	OT2.0	OT2.5	Meal Allowance
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										
Week Ended:					Total Hours:					

The Client acknowledges that:

1. The details shown on the timesheet are correct and this time worked will be invoiced accordingly.
2. The above work was performed in a satisfactory manner.
3. Payment is due in accordance with our Business Fees & Terms -- Seven (7) days.
4. Overtime is time worked in excess of 38 hours per week or outside the ordinary work hours as per the applicable awards.
5. Meal allowance is payable as per the applicable awards.
6. A minimum charge of four (4) hours applies to any temporary assignment.
7. A permanent placement fee will apply when a temporary / contract employee is hired within 12 months of a temporary / contract assignment on a permanent or temporary basis either directly or indirectly by the Client, its subsidiaries, associated companies or by referral to another employer, unless otherwise agreed.

Temporary / Contract Employees are required to submit their tax and bank account details prior to the assignment commencing and notify us promptly of any changes. It is your responsibility to ensure your timesheet is authorised and submitted to MAC Healthcare Services by 6pm Friday to ensure timely payment of your wages.

Contractor's Signature:	Sign here ⇒
Date:	
Client's Signature:	Sign here ⇒
Date:	