

## Timesheet for Temporary Staff

**DEADLINE FOR TIMESHEET – 10.00am MONDAY – FAX TO: 02 9698 4799**

	Date	AM	Lunch	PM	TOTAL HOURS (minus lunch breaks)
<b>MON</b>					
<b>TUE</b>					
<b>WED</b>					
<b>THU</b>					
<b>FRI</b>					
<b>SAT</b>					
<b>SUN</b>					
				<b>WEEKLY TOTAL:</b>	

This timesheet should be signed at the end of the relevant week/assignment, by an authorised person and a copy **FAXED to ICUR on (02) 9698 4799**. Retain a copy for yourself and return the original to the Client for their records.

**Wages will not be paid until we receive a signed timesheet by both client and temporary personnel.**

<p><b>Employee certification</b> I have worked the above hours and no injuries were sustained</p> <p>Employee signature_____</p> <p>Name: (Please Print) _____</p> <p>Assignment:    Continuing <input type="checkbox"/>    Finishing <input type="checkbox"/></p> <p>Reporting to:_____</p> <p>Client Company_____</p> <p>Address_____</p> <p><b>Client Authorisation</b> I verify that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that temporary staff are supplied in accordance with ICUR terms of business. Should we employ any temporary staff supplied by ICUR assigned currently or in the previous 120 days, in any capacity a full permanent fee is payable. I certify acceptance of the terms and conditions of business (available on request) and approve the hours worked as shown above.</p> <p>Client Signature:_____</p> <p>Name: (please print)_____</p> <p>Dated:_____</p>	<p><b>All inclusive rate</b> Our hourly rate covers all temporary staff supplied by ICUR for statutory government requirements, workers compensation in accordance with the Workers Compensation Act, public liability, award entitlements and wage record administration.</p> <p><b>Our minimum booking is 4 hours.</b></p> <p><b>Guarantee</b> All our temporary staff are covered by an unconditional 4 hour guarantee. Should any temp assigned to you be unsatisfactory, for any reason, no charge will be made if ICUR is advised within the guarantee period and the temp will be speedily replaced.</p> <p><b>Performance Checks</b> ICUR will conduct regular performance checks on temporary staff performance.</p> <p><b>Selection</b> All temporary staff are carefully screened and tested to ensure they meet our exacting standards.</p> <p><b>Permanent Employment of a Temporary Employee</b> Should you permanently employ a person provided to you by ICUR as a Temporary Employee, the following permanent placement fee is applicable:</p> <p>Less than 4 months* - Full Placement Fee  4-6 months                - 20% discount  6-12 months              - 40% discount  9-12 months              - 60% discount  * a month is thirty (30) days.</p>
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