



G-Care Pty Ltd Trading as Monarch Personnel | ABN 62 106 178 947 | Member RCSA  
 Suite 4 / 262 Maude St (Union Lane) Shepparton 3630 | PO Box 1351 Shepparton 3632 | T: 03 5831 5880

## FAX TIME SHEETS TO:- 03 5229 9356

### Weekly Time Sheet For Temporary Assigned Workers

<b>Name:</b>	
<b>Company Name:</b>	
<b>Phone No:</b>	
<b>Position Held:</b>	
<b>Department:</b>	
<b>Reporting To:</b>	
<b>Company Address:</b>	<b>Week Ending:</b>
<b>Manager/Supervisor's Ph:</b>	

Day	Date	Start Time	Finish Time	Lunch Break	Total Hours	Hours Ord.	Hours x 1.5	Hours x 2.0
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total:</b>								

Please tick this box if this is your final timesheet for this assignment?

Total Hours Worked This Week =                      hrs

**Worker's Signature:** .....

*Client Authorisation: Please sign this form to verify that the hours stated are correct and the work was performed in a satisfactory manner.*

**Client Signature:** .....

*The above signatures signify acceptance of the Terms and Conditions of Monarch Personnel. One provision is that, should you directly contact a temporary worker for either permanent or temporary work within twelve months of their last working for you through Monarch Personnel, then a placement or service fee will be payable to Monarch Personnel.*

**PLEASE FAX COMPLETED TIME SHEETS TO REACH MONARCH PERSONNEL NO LATER THAN 10.00 AM MONDAYS. FAX: 03) 5229 9356 EMAIL: payroll@gforce.org.au**

**Note:** Payment cannot be made unless this time sheet is signed by the Client or their Authorised Representative