

STOPGAP TIME SHEET

Candidate

Client Contact

Company

Week Beginning

PLEASE TICK AS APPROPRIATE

If any part days are worked, please state number of hours

	Scheduled Work Days				Paid Overtime			
	Full Day	Part Day (no. of hrs)	Holiday		Hours	Rate		
						1	1.5	2
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL								

Please tick if this is your last week at this placement ☐

FOR THE CANDIDATE

This time sheet must be signed by an authorised representative of the client company you are working for. If you work part days, you will be paid a percentage of your day rate assuming a full day is 8 hours (unless agreed otherwise). Overtime can only be paid if pre-agreed with the client. If you take holiday and the client has agreed to give you paid leave please tick the holiday column. **Time sheets should arrive at our office by the end of business Monday of each week.** We cannot make any payments to you without completion of this time sheet. If you fax your time sheet to us, please ensure you keep the original as it may be needed as proof of time worked.

FOR THE CLIENT

I confirm that this is an accurate record of the time worked by the above named candidate and that the services provided by the candidate have been satisfactory. We agree to pay your account as per your Terms and Conditions of business.

Candidate signature:

Date/...../..... Date

Client signature:

...../...../.....

Please email completed form to accounts@stopgap.com.au

If you have any queries regarding your payroll, please contact us on 02 8270 7171