

TIMESHEET

Please email APPROVED timesheet to payroll@horner.com.au by 5.30pm Monday.

Timesheet week ending date:

____/____/____

Print Your Name:

Company Name / Site:

Horner Recruitment Casual Worker only

Day	Date	Enter Start Time (circle AM or PM)	Record Length of Meal Break (in minutes)	Enter Finish Time (circle AM or PM)	Hours & minutes worked less Meal Break
Monday		AM / PM		AM / PM	
Tuesday		AM / PM		AM / PM	
Wednesday		AM / PM		AM / PM	
Thursday		AM / PM		AM / PM	
Friday		AM / PM		AM / PM	
Saturday		AM / PM		AM / PM	
Sunday		AM / PM		AM / PM	
Total:					

Public Holidays

If there is a public holiday on a Monday, Tuesday or Wednesday, the payroll process timeline will be adjusted accordingly. Advance notification advising of adjusted payroll timeframes will be sent out several weeks prior to any change/public holiday.

Notice to Casual Worker

It is your responsibility to have your timesheet signed & submitted on time. Our preferred emailed format is PDF.

All correctly completed and approved timesheets received by 5:30pm each Monday will be processed and paid on Wednesday with funds generally accessible by Thursday, depending on your nominated bank

CASUAL WORKER TO COMPLETE

(This must be completed each week)

Is this your first time working at this host employer site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to the above, did you receive a formal Client Site OHS Induction, Job Specific Training, Instruction & Supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you experience any OHS Near Miss / Incident / Accident / Injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you perform only the duties your Horner Consultant engaged you to perform?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your assignment continuing?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: (confirming I have worked the stated number of hours)

CLIENT APPROVAL

Client/company signature below certifies:

- Signed hours stated are correct and these times will be invoiced.
- Acceptance of Horner's Terms & Conditions of Business for casual workers current at the time of signing.
- Confirmation that the Horner casual worker received a formal Client Site OHS Induction, Job Specific Training, Instruction & Supervision.
- Confirmation that the Horner casual worker did not experience any OHS Near Miss / Incident / Accident / Injury.

Termination of services requires contact with your Horner Consultant. If you choose to employ the named casual worker on a permanent basis, or via an alternative source, fees will apply. Please refer to our Terms & Conditions of Business and Schedule of Placement Fees.

Date:

Client Approver Full Name:

Purchase Order (if applicable):

Signature: