

# PRESTIGE STAFFING PERSONNEL - TIMESHEET

**Authorised timesheets MUST be submitted by 12 Noon Monday**

Email *payroll@prestaff.com.au*  
Fax *0350 233 551*

In Person *43 Lemon Ave Mildura VIC 3500*  
Phone *0350 233 990*



*PrestigeStaffingPersonnel*

NAME: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

POSITION IN COMPANY: \_\_\_\_\_

WEEK ENDING:     /     /  
\_\_\_\_\_

Day	Date	Time Start	Time Finish	Less Breaks	Total Hours Worked	OFFICE USE ONLY			
						ORDINARY	1.5X	2X	Job ID
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
					Total Hrs				
ALLOWANCES / REIMBURSEMENTS / OTHER REQUIREMENTS					Accommodation x _____ nights				
					Travel x _____ hours				
					Meals (office use only)				

IS YOUR ASSIGNMENT CONTINUING NEXT WEEK? YES / NO

ESTIMATED ASSIGNMENT END DATE: .....

WORKPLACE HAZARD IDENTIFIED DATE:..... HAZARD TYPE:.....

I VERIFY THAT THE ABOVE RECORD IS CORRECT AND I HAVE NOT SUSTAINED ANY WORK RELATED INJURIES DURING THIS PERIOD.

SIGNATURE OF TEMPORARY WORKER..... DATE...../...../.....

SUPERVISOR'S NAME AND POSITION IN COMPANY: .....

I AUTHORISE THAT THE ABOVE HOURS ARE CORRECT AND AGREE TO THE TERMS AND CONDITIONS PREVIOUSLY ADVISED

AUTHORISED SUPERVISOR'S SIGNATURE:..... DATE...../...../.....