



Ph: 1300 800 301 Fax: 02 6680 8714 PO Box 537 Byron Bay NSW 2481

CLIENT	WEEK ENDING SUNDAY / /
PHONE No.	EMPLOYEE NAME
CLIENT CONTACT	EMPLOYEE POSITION
ASSIGNMENT: Continuing Finishing (please circle)	EMPLOYEE SIGNATURE

DAY	DATE	SITE NAME	START TIME	FINISH TIME	LESS LUNCH	ALLOWANCES	JOB No.	DAILY SUPERVISOR INITIALS	HOURS WORKED			TOTAL HOURS
									ORD	X1.5	X2	
MON												
TUE												
WED												
THUR												
FRI												
SAT												
SUN												
TOTAL HOURS WORKED												

CLIENT SIGNATURE <small>Approval includes verification of hours worked, authority to invoice and acceptance of Terms and Conditions of business detailed on reverse of timesheet</small>	<p>Supervisors please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align: center;">Excellent</td> <td style="width:15%; text-align: center;">Good</td> <td style="width:15%; text-align: center;">Average</td> <td style="width:15%; text-align: center;">Poor</td> <td style="width:25%;"></td> </tr> <tr> <td>Skills</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Punctuality</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attitude</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Excellent	Good	Average	Poor		Skills						Punctuality						Attitude					
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Punctuality																									
Attitude																									

Timesheet must be signed & authorised by the client & returned to JHA by Monday 9:00am
FAX NO. 02 6680 8714 or EMAIL. Payroll@jharecruitment.com.au
 Timesheets not received by 9:00am Monday may not be processed or paid until the following week.

TERMS & CONDITIONS OF BUSINESS

1. All JHA temporary employees are assigned under the care, control & supervision of the customer & the customer is responsible for all acts, errors & omissions of JHA employees be they wilful, negligent or otherwise for the duration of the assignment.
2. The Customer must clearly instruct JHA on the requirements of the assignment & duties for the temporary employees. JHA are to be notified immediately should there be any change to these duties or system of work.
3. The Customer must provide a safe working environment & system of work, without risks to health & such information, instruction, training & supervision of JHA temporary employees as necessary to enable them to perform their work in a manner that is safe & without risks to health.
4. The Client acknowledges that we are not performing the services required of our employees or independent contractors; but are instead the supplier of our employees & independent contractors, at the client's request to perform the work that it has requested. From the time our employees or independent contractors report to the client for their duties they are under the care, control & supervision of the client for the duration of the assignment. In these circumstances, the client agrees JHA will not be liable to the client in respect of any damages, loss or injury of whatsoever nature or kind, however caused, whether by our negligence or the negligence of one of our workers, their servants or agents or otherwise, which may be suffered or incurred, whether directly or indirectly, in respect of the services provided under these conditions of assignment.
5. Without limiting the preceding provisions of this Agreement, the Client shall be liable for the health & safety of all personnel provided by JHA under this Agreement. The Client shall indemnify JHA against all & any: (a) loss costs & expenses relating to personal injury or death, (b) financial & consequential loss: & (c) claims dem&s, actions, proceedings or liabilities & related costs caused by, arising out of, or contributed by the negligent or wilful act or omission of the Client, the Client's employees or agents or any breach of the Agreement
6. All relevant Award or Agreement conditions apply & JHA will pay its employees & invoice the client accordingly. JHA will pay & invoice on the basis of the working hours shown on the JHA timesheet. The customer undertakes to have each timesheet authorised by an appropriate person.
7. The hourly rates invoiced to the customer include temporary wages & allowances for all related on-costs where applicable under relevant legislation e.g. Workers Compensation insurance, Payroll Taxes, Superannuation, etc. JHA is responsible for PAYG tax & issue of Group Certificate.
8. Overtime or shift work will be invoiced by JHA in accordance with the relevant Award or Agreement.
9. Any customer authorised travel during work hours will be invoiced by JHA at the hourly rate plus kilometre allowance designated by the appropriate Award or Agreement. The Client shall, during the currency of this Agreement, maintain Third Party & Comprehensive Insurance in respect of any vehicle used by personnel supplied by JHA in the provision of services under this Agreement.
10. All Conditions, bonuses, meal, vehicle, tool or other allowances & entitlements will be invoiced by JHA in accordance with the relevant Award or Agreement at cost plus 25% to cover related on-costs.
11. The Client will provide all premises, plant, equipment, hardware, software, specialist safety equipment & facilities for the performance of work by personnel provided by JHA under this Agreement.
12. JHA will pay employees & invoice the customer for such appearance monies as are designated by the appropriate Award or Agreement in the event that an assignment is cancelled or postponed.
13. JHA is to be provided with not less than eight hours notice of cancellation or postponement of any individual JHA employee's assignment.
14. All rates & conditions are subject to change without notice when affected by variation in Award or Agreement conditions or statutory on costs & will be adjusted from the date designated for implementation of the variation decision.
15. JHA provides a four hour guarantee. If the customer is in any way dissatisfied with the temporary supplied there will be no charge if JHA is notified within four hours of the commencement of the assignment
16. Testing & reference checking are carried out as far as it is practical to do so. JHA makes every effort to maintain high standards of integrity & reliability among our temporary staff. JHA cannot however accept any responsibility for any claim, error, loss, expense, damage or delay arising from any failure to provide staff for all or part of the booking or from any lack of skill, negligence, dishonesty or misconduct of the staff provided.
17. If the customer employs a JHA temporary employee on their own staff or any subsidiary, affiliated or related company, within twelve months of the date of completion of the last JHA assignment by that temporary employee with the customer, then the following permanent placement fee (based on JHA Permanent Placement Contract) will apply & invoiced to the customer by JHA. Length of Temporary's last assignment: Under 6 months *Full fee*, Six to Twelve months *50% fee*, Over 12 months *25% fee*.
18. **Strictly full payment within 14 days of date of invoice** against weekly invoices to reimburse payment of temporary wages & all statutory on-costs paid by JHA on the customer' behalf.
19. All invoices or accounts over 30 days may be placed in the hands of a recovery agent incurring additional cost to you. In addition, any overdue amounts may attract an interest charge of 5% above the national lending indicator rate.

THESE TERMS & CONDITIONS OF BUSINESS ARE DEEMED TO BE THE BASIS OF OUR AGREEMENT TO SUPPLY TEMPORARY STAFF TO YOU & WILL BECOME EFFECTIVE UPON ENGAGEMENT OF OUR SERVICES.