Challenge
Recruitment Ltd

A **RUBICOR** COMPANY

Week Ending (Sunday's date): ___ /___ /___

Challenge Recruitment Ltd
78 Richmond Road Keswick SA 5035
Tel (08) 8301 3655

Tel 1800 656 171
Fax 1300 363 710
www.challengeltd.com
ABN 82 083 202 939

Order / Job Number

_____

Employee Number

_____

Employee Details		**Client Details**	
Surname		Name	
First Name		Address	
Position / Level		Supervisor's Name	

Timesheet Comments :

Day	Date	Time Started	Time Finished	Meal Break	Total Hours Paid	Normal Time	Time +1/2	Double Time	Shift D=Day A=Afternoon N=Night
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									

ALLOWANCES (Please specify type)			
Meal	Travel		

I certify that no injuries were sustained and that the above information is true and correct.
On-hired worker Signature:

_____

TOTAL HOURS TO BE PAID					**TOTAL ALLOWANCES**				

Payroll Deduction Authority: By signing this timesheet, I authorise Challenge Recruitment Ltd as my employer, to deduct from my gross earnings any amounts required to offset any overpayment or incorrect payments made to me through the course of my employment or any other amount as required by law. Challenge Recruitment Ltd will notify you in writing of any such deduction within 5 business days of processing this time sheet.

Note to On-hired worker: If you have changed your Name, Address or Banking details please notify us in writing. For prompt payment of wages, please ensure that your timesheet is signed by you and authorised by your supervisor (the host client). Your timesheet must reach our office no later than 2pm Monday for payroll processing. Late arrivals cannot be processed until the following week. Faxed copies and scanned approved timesheets are acceptable but if faxing or emailing please do not send original.

Host (Supervisor) Signature : _____ **Print Name:** _____

I have read and agree to the Terms & Conditions set out below, and verify that your on-hired worker has worked for the hours stated and has successfully completed the work satisfactorily. I agree that I will be invoiced accordingly.

Authority for Payment

All on-hire employees supplied by Challenge Recruitment Ltd are employees of Challenge Recruitment Ltd and shall be paid by Challenge Recruitment Ltd. Engagement of an on-hire employee shall be deemed to be acceptance of our Terms and Conditions of Business. Time sheets signed by a representative of your company will be deemed to be confirmation of hours worked and shall be used to calculate the wages for our on-hire employees and invoice charges for services rendered.

Deferred Employment & Referrals

Should the Client, at any time within twelve months of the cessation of work by an On-Hire employee, wish to again obtain the services of that On-Hire employee, the Client agrees to obtain the services of the On-hire employee only through Challenge Recruitment Ltd. Should such an On-hire employee be employed directly by the Client any employment like relationship (such as permanent or contract employment, consultancy, sub-contractor, partnership or commission based) by you or any related person or Corporation on either a permanent or contract basis, an introduction fee will be due and payable. The fee will be the placement fee calculated as a percentage of the On-hire employees Salary (being the Salary after employment of the On-hire employee by the Client or a third party) The placement fee will be calculated in accordance with our current Terms and Conditions of Trading.

Terms of Payment

On-hire employees are paid weekly and Terms are strictly for full payment seven (7) days from date of invoice