



TIME SHEET

FAX Signed Time Sheet
by 11.00am Monday
on (08) 8354 3344

Week ending Sunday / /201 Assignment continuing next week Yes No

Employee Name: _____ **Occupation/Position:** _____

Consultant: _____ **Client Company:** _____

Address: _____ **Postcode:** _____

Signed for the Host Employer accepting the Terms and Conditions stated overleaf:

Signature: _____

						OFFICE USE ONLY			
Day	Date	Start	Finish	Break	Total Hrs Worked	Normal Time	Time & Half	Double Time	Xtras
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
Total Hrs Worked									

I have worked the stated hours and sustained no injuries.
 I agree that until the host employer has signed this time sheet no payment will be made to me. I understand that the completed time sheet must be received by RECRUITCO no later than 11.00am Monday, to enable payment by direct bank deposit by close of business Wednesday that week.
 I agree that if an overpayment has been made to reimburse RECRUITCO the full amount.
 I have read and understood the WHS News Bulletin.

RECRUITCO Employee Signature: _____ Print Name: _____

Terms and Conditions

Client

1. Signed timesheets are an acknowledgement that the hours are correct and that the host employer company will incur the cost of hours worked;
2. Based on award regulations, a minimum time of up to 4 hours is applicable;
3. Direct employment of a RECRUITCO introduced person, on a temporary or permanent basis within 6 months of completion or introduction, will incur a permanent placement fee;
4. At **No Time** will RECRUITCO be responsible for any acts, omissions, loss or damage caused by the RECRUITCO staff during his/her employment with the host employer. This disclaimer will be in-force for the entirety of their assignment;
5. Terms of payment are strictly **SEVEN (7) Days**;
6. If any additional allowances are applicable based upon award or EBA conditions, they will be on charged to the host employer;
7. It is the Host employer's responsibility to provide a safe and hazard free work environment. If at anytime changes to the workplace effect Occupational Health and Safety, RECRUITCO must be informed immediately;
8. It is the responsibility of the host employer to notify RECRUITCO of any changes to their EBA or Award provisions. In the event that RECRUITCO labour is entitled to retrospective payments as a result of award changes, these payments and associated on-costs will be made by RECRUITCO and charged to the host employer.

On-Hire Employee

1. It is your responsibility to forward a completed time sheet to RECRUITCO office each Monday by 11.00am or sooner at the end of the assignment;
2. Inform RECRUITCO of any changes to your personal and banking details;
3. If for any reason you are unable to attend work, are running late or are having problems at your assignment, contact your RECRUITCO contact immediately. Your RECRUITCO contact will then advise the client and advise you on the outcome;
4. If a RECRUITCO host employer requests you to extend your assignment or take on permanent work with them, you must immediately contact your RECRUITCO contact so as appropriate arrangements can be made;
5. You are not to solicit work with a host employer on a direct basis. However if you see an opportunity for work, contact your RECRUITCO contact who will assist you;
6. Where directed by RECRUITCO or a host employer appropriate personal protective clothing and equipment must be worn.

WHS News Bulletin

Recruitco have made some changes and to help keep you informed of any changes they will be communicated to you by time sheet, regular on-site meetings and phone calls.

Recruitco have a Work Health and Safety Coordinator Shannon Hall. If you have any WHS concerns.

Follow these steps:

1. Talk to your site supervisor and Recruitco Consultant;
2. If you believe further action is needed contact Recruitco on 8354 3122 and ask for the OH&S representative;
3. If you feel the matter is not being handled effectively contact your worker representative or Shannon Hall on 8354 3122.

Recruitco know that sometimes accidents at the work site happen. Recruitco have researched medical practices to find the best professionals for your medical needs. If you need medical attention follow these steps:

1. Seek first aid at the work site and inform your Recruitco consultant of the injury and outcome;
2. If the First Aider or **You** feel you need to see a doctor go to

Corporate Health Group Clinics: Open Monday-Friday 8.00am to 5.00pm.

- CHG Mile End, 10 Railway Terrace, Mile End SA phone: **8352 3788**
- CHG Elizabeth, Elizabeth Vale, 44 John Rice Avenue, Elizabeth SA phone: **8287 6800**
- CHG Gillman, 136 Eastern Parade, Gillman SA phone: **8447 6955**

FOR AFTER HOURS/EMERGENCY and Saturday, Sunday or Public Holidays Contact:

Wakefield Hospital 300 Wakefield Street, Adelaide SA phone: **8405 3340**. Inform them it is a work injury and you are employed by RECRUITCO Pty Ltd. If you need further medical attention you may then attend a doctor of your own choosing, however please advise Recruitco beforehand so that we can advise them of our rehabilitation policy;

3. Call your consultant at Recruitco on **8354 3122** or on their after hours number and inform them how you are.