DYNAMIC
STAFFING SOLUTIONS

TIMESHEET

Please email **APPROVED** timesheet to payroll@staffbydynamic.com.au
by 9am MONDAY

Timesheet week ending date:

_____ / _____ / _____

Print Your Name:

Company Name/Site:

P/O No.

Day	Date	Start Time (AM or PM)	Break (in minutes)	Finish Time (AM or PM)	Total (without break)	NT	X1.5	X2	Total
Dynamic On-Hired Worker Only						**(Office use only)**			
MON		AM/PM		AM/PM					
TUES		AM/PM		AM/PM					
WED		AM/PM		AM/PM					
THURS		AM/PM		AM/PM					
FRI		AM/PM		AM/PM					
SAT		AM/PM		AM/PM					
SUN		AM/PM		AM/PM					
				Weekly Total:					

On-Hired Worker Instructions

1. If for any reason you cannot report to an assignment or if you are going to be late or you require time off, you should always advise Dynamic in advance.

2. On completion of the assignment (or at the end of each week) please complete the hours WORKED for each day (excluding meal hours) and the total hours WORKED for the week and have this signed by the person to whom you reported to during your assignment.

3. A copy of the time sheet must be handed to the client, and you should retain a copy for your records.

4. Incomplete, inaccurate, or illegible time sheets may cause your pay to be delayed.

5. To ensure payment, please ensure there is no delay in sending your timesheet to Dynamic by 9am EACH Tuesday.

6. Relevant casual loadings are included in your hourly rate and are therefore included in your weekly wage.

7. Rates may vary according to classification and length of assignment. As you are employed by Dynamic, any questions regarding rates should be directed to your Consultant at Dynamic Staffing Solutions.

ON-HIRED WORKER TO COMPLETE

This must be completed each week

Is your assignment continuing?   Yes / No

I have only performed the duties my Dynamic   Yes / No
Staffing Solutions Consultant engaged me to perform?

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

Notice To On-Hired Worker

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

All correct & completed and approved timesheets received by 9am each Tuesday will be electronically transferred to your account on Wednesday by 6pm.

Your pay will not be remitted until a timesheet has been signed by you, your supervisor and received at our office.

Notice To Client

Client/Company signature below certifies:
1. Signed hours stated are correct and these times will be invoiced.
2. Acceptance of Dynamic's Terms & Conditions of Business for On- hired staff current at the time of signing.

Termination of services requires contact with your Dynamic Staffing Solutions Consultant. If you choose to employ the named on-hired 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.

Client Signature: