 **PLACER MANAGEMENT GROUP – CASUAL EMPLOYEE TIMESHEET**

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 **(Payroll deadline 10am Monday)**

CANDIDATE FULL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPORTS TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLIENT COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PURCHASE ORDER #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY** | **DATE** | **START\*** | **BREAK\*** | **FINISH\*** | **TOTAL****HOURS** | **ORD** | **T ½** | **DBL** | **TOTAL HOURS** | **JOB/PROJECT – WORK PERFORMED****(*please provide details – if applicable)*** |
| **MON** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **TUE** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **WED** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **THUR** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **FRI** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **SAT** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
| **SUN** | **:** | **:** | **:** | **:** | **:** |  |  |  |  |  |
|  |  |  |  | **TOTAL\*** | **:** |  |  |  |  |  |

**\*All times recorded are to be rounded to the nearest quarter of the hour (i.e. 8.05 am becomes 8.00 am & 8.10 am becomes 8.15 am)**

Is this assignment continuing next pay period? (Circle appropriate reply) [ Yes ] [ No ]

**CASUALS: In signing this timesheet you are informing Placer Management Group of the following:**

1. You have verified the accuracy of the hours shown above;
2. You will notify us, If you are offered employment by the Client or a Third Party to whom the Client has provided your details, (irrespective of whether you apply for a position as a result of an internal advertisement) within 6 months of ceasing any assignment.
3. You must notify us immediately if at any stage your duties change or you are offered different duties.

**CLIENT/SUPERVISORS: In signing this timesheet you are informing Placer Management Group of the following:**

1. You have verified the accuracy of the hours shown above and you have read and understood our Terms of Business;
2. You will notify Placer Management Group and pay a placement fee, if within six months of ceasing an assignment, you or a third party to whom you have provided the employees details, employs or engages the employee (irrespective of whether the employee applies for the position as a result or your own internal advertising). Refer to the Terms of Business – On-Hire Employees form, for the agreed fee.

EMPLOYEE’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLIENT/SUPERVISORS SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Timesheet must be signed by your Direct Supervisor prior to payment being processed**