



CONTRACTOR TIMESHEET

Please scan and email timesheet in PDF format to:

paymeplease@sprintpeople.com.au

For the week ending:

Contractor Name:

Client Company:

Client Contact:

NB: Please email completed timesheets in PDF format by **6.00 pm each Friday** – Photos from a mobile are not acceptable.

	Date	Start Time	Lunch Start	Lunch Finish	Finish Time	Total Hours (minus lunch)	Hrs c/over	Office Use only		
								Std Hrs	T1/2	T2
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Total: _____

Contractor: I hereby acknowledge that the above hours were worked by me on this assignment.

Contractor signature:

Client Contact: I hereby acknowledge that the above named contractor worked the above hours and I authorise invoicing of the agreed costs accordingly.

Client signature:

Print name:

SUMMARY TERMS & CONDITIONS:

- Hourly contractors are engaged in accordance with conditions of employment as set out in the appropriate Modern Award. Sprint People is responsible for all employment matters relating to the salary of the hourly contractor including Sick Leave, Public Holidays, Annual Leave, Superannuation, Workers' Compensation and Payroll Tax. It is the client's responsibility to ensure the hourly contractor's time sheet is verified before submission by the contractor for salary payment. The time sheet will subsequently form the basis of our invoice to you.
- Contract employees are paid on an hourly basis, depending on the nature of the duties to be performed. Contractors are employed on a minimum contract of three (3) hours, for which payment is received at the appropriated negotiated rate. This hourly rate will reflect the invoice charges to the client. Overtime is applicable after our hourly contractor has worked in excess of 10 hours in any one day or 38 hours in any one week (excluding meal breaks).
- A Meal Allowance is applicable when an employee is required to work for more than one and a half hours of overtime without being given 24hrs' notice after the employee's ordinary time of ending work. Alternatively the employee can be provided with a meal onsite.
- As a company dedicated to customer service, Sprint People offers the following guarantee schedule, to ensure all staff assigned will meet our client's expectations and standards: With each new temporary assignment we telephone your contact / supervisor at the designated commencement time to ensure the hourly contractor has arrived, and is ready to commence work. Within the next four hours we make further contact with the client to ascertain that the contractor is fulfilling the requirements of the assignment. Each contractor is assigned on the understanding of a four (4) hour guarantee, whereby should the hourly contractor not meet the requirements, a replacement is found and the client is not charged. Regular contact is maintained with both the client and the contractor, on a weekly basis, throughout the life of the assignment. If at any point the client is unhappy with the standard of work performed, or the application of an assigned contractor, Sprint People will replace that contractor within a reasonable time frame to ensure maximum efficiency. Our replacement guarantee is unconditional.
- As our charges reflect a payroll payment on your behalf, all accounts are **due strictly within 7 days**.

