



**CA MANAGEMENT SERVICES PTY LTD**

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**RECRUITMENT & HR**  
 +  
**TECHNOLOGY SUPPORT**

**BUSINESS CONSULTING**  
 +  
**PCWORKS.COM.AU**

## Timesheet

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

	Date	Start	Finish	Lunch	Hours worked	
					Ordinary	Overtime
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Sat/Sun						

**TOTAL**

Office use only	Rate \$		
	Amount \$		

- I/We acknowledge acceptance of your terms of payment which are 7 days from receipt of invoice.
- In accordance with the award, overtime will be charged on time over and above an 8 hour day and/or a 38 hour week.
- Weekend and Public Holidays will attract penalty rates
- Client is bound by the conditions of CA Management Services Pty Ltd terms of business.
- If an applicant is offered a permanent position within 12 months of introduction by way of resume or temporary position, a fee is applicable.
- A minimum of four hours will be charged.

Is this assignment continuing next week?

YES       NO

\_\_\_\_\_  
 Supervisor's Signature  
*Approving work standards and confirming total hours for payment*

\_\_\_\_\_  
 Employee's Signature  
*I have worked the above hours and no injuries were sustained*

WHITE: CLIENT'S COPY

YELLOW: CA MANAGEMENT COPY

PINK: EMPLOYEE'S COPY