

Fax to: Laverton 03 9360 0455 or Campbellfield 03 9359 1611

Email: timesheets@flexipersonnel.com.au

Casual Employee Authorisation

Name:

Day	Date	Start Time	Finish Time	Less Lunch	Total Hours	Flexi Use Only			
						T	T ^{1/2}	D.T.	D.T. ^{1/2}
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
Total hours for this week:									

Casual Employee Certification: I verify that these hours are true and correct.

Signature: Date:

Note: Wages may not be paid without both signatures. If time sheets are not collected on the first working day of each week, you should fax a copy to the Flexi office no later than 9.00am on the second working day. Pay day will be the fourth working day and paid direct into your specified bank account.

Host Employer Authorisation

Name:

Location:

Reporting To:

Order No.:

Authorisation:

On behalf of our company, I acknowledge that the work has been performed during these hours, to our satisfaction and agree to the business terms and conditions of Flexi Personnel.

Signature:

Date:

* Please check carefully before signing as this timesheet will form the basis of your invoice.

Confirmation

Flexi use only (initials)

1st:

2nd:

Payroll