

Employee Name:				Client / Venue:					
				Department / Area:					
Job Title:		Employee No.:		Reporting To:					
DAY	DATE	START	MEAL BREAK 1		MEAL BREAK 2		FINISH	HOURS WORKED	CLIENT INITIALS
			FROM	TO	FROM	TO			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
PLEASE USE 24 HOUR CLOCK FOR TIMES Breaks may be compulsory for all shifts over five (5) or six (6) hours, depending on the relevant Award/EBA. Please refer to the conditions of the governing Award, Instrument or Agreement for confirmation of mandatory break periods. Break penalties apply if not taken.									
PERFORMANCE <input type="checkbox"/> ★ Not Suitable <input type="checkbox"/> ★★ Average <input type="checkbox"/> ★★★ Good <input type="checkbox"/> ★★★★ Very Good <input type="checkbox"/> ★★★★★ Excellent									
CLIENT COMMENTS Note: Clients may prefer to email comments or feedback to their relevant State via details in the footer of this form.									

Please circle applicable location:	MELBOURNE Payroll Contact: melpayroll@pinnaclepeople.com.au Phone: 03 86241777 Emergency: 0418 561 473	SYDNEY Payroll Contact: sydpayroll@pinnaclepeople.com.au Phone: 02 8298 3111 Emergency: 0417 727 679	BRISBANE Payroll Contact: brispayroll@pinnaclepeople.com.au Phone: 07 3225 9999 Emergency: 0438 002 505	GOLD COAST Payroll Contact: brispayroll@pinnaclepeople.com.au Phone: 07 5557 7111 Emergency: 0438 002 505
	PERTH Payroll Contact: perpayroll@pinnaclepeople.com.au Phone: 08 9287 3888 Emergency: 0409 527 305	ADELAIDE Payroll Contact: adelpayroll@pinnaclepeople.com.au Phone: 08 8100 7800 Emergency: 0421 544 198	CANBERRA Payroll Contact: actpayroll@pinnaclepeople.com.au Phone: 02 6248 0066 Emergency: 0439 100 269	DARWIN Payroll Contact: darpayroll@pinnaclepeople.com.au Phone: 08 8941 5000 Emergency: 0437 988 680

5. ENTER THE TIMESHEETS

Step 1 - Take a photo of your timesheet Step 2 - Upload image of timesheet into PinnBook Step 3 - This copy to be left with the client

Employee to enter times into Pinnbook and upload a photo of the timesheet. Note: This must be completed within one hour of the conclusion of the last shift at each site. If the timesheet is not submitted within one hour of last shift worked, this may result in substantial delays to wages being processed.



TIMESHEET

Week Ending Sunday / /

1. TIME SUBMISSION

At the completion of each shift, the employee is to enter times in nearest 5 minute intervals. For example 13:05 not 13:02 and complete the full line for the day worked. Please include any breaks and total hours worked.

2. EMPLOYEE SIGNATURE COLLECTION

Employee is to obtain the clients initials for each day of work. At the conclusion of the last shift for the week, the employee and the client are to fill in the below approval section in points 3 and 4. Signatures must be obtained for any shift, including single shifts, and at any site.

3. EMPLOYEE TO SIGN THIS SECTION

My signature verifies that I have recorded all details of these shifts accurately; including, start, finish time and breaks taken. I confirm that no injury has been sustained during the course of these shifts.

Employees please note you must obtain a client's signature before your wages can be processed.

SIGNED: _____

4. CLIENT TO SIGN THIS SECTION

As per Pinnacle People's Terms of Engagement and as an authorised representative of the above client/company, confirm that this record of hours worked is correct including the start, finish and break times (where applicable).

Important note - If an employee assigned to you is not given a 30 minute break within five (5) or six (6) hours of the employee's start time you will be charged break penalties.

SIGNED: _____

NAME: _____

TITLE: _____



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