



ABN 14 571 943 048 – VIC
 ABN 88 060 295 356 – NSW
 ABN 61 159 974 127 – QLD

Email: payroll@hoban.com.au

WHICH BRANCH? PLEASE TICK ✓ THE BOX

- MELBOURNE SYDNEY
 LAVERTON PARRAMATTA
 DANDENONG SOUTH BRISBANE

HAVE YOU FAXED THIS TIMESHEET?

- YES
 NO

Temporary's Name	Candidate's signature _____
Company	
Supervisor's Name	Supervisor's signature _____
Department	
Temporary Contractor's hours worked, week starting Monday	

	Date Day/Month	Start	Finish	Less Meal Breaks	Daily Hours
Monday	/	:	:	mins	
Tuesday	/	:	:	mins	
Wednesday	/	:	:	mins	
Thursday	/	:	:	mins	
Friday	/	:	:	mins	
Saturday	/	:	:	mins	
Sunday	/	:	:	mins	
					Total:

This form must be faxed by 9am each Monday to (03) 9620 5600

Assignment Continuing? YES NO

I have worked the stated hours, and no injuries were sustained YES NO

To our temps:

- Please tick the boxes.
- Temporaries agree that under no circumstances will they seek or accept a direct offer of further assignments or of employment, from any client without first discussing this with HOBAN Recruitment.
- On completion of the assignment (or at the end of each week), please complete the hours worked for each day (excluding lunch hours) and the total hours worked for the week, and have this signed by the person you to whom you reported while on assignment.
- After signing, fax the timesheet to HOBAN Recruitment on 03 9620 5600.
- To ensure prompt payment, please ensure your timesheet is received by no later than **9am Monday** of the following week.
- Pay rates will vary according to classifications and length of assignment. As you will be paid by HOBAN Recruitment, any subsequent questions should be directed to HOBAN Recruitment.

- If for any reason you cannot report to an assignment, or if you are going to be late or require time off, you should always advise HOBAN Recruitment immediately.

To our clients:

- Please sign at the end of each week or assignment.
- You will be invoiced weekly, and as the temporary will have been paid, we require immediate payment. Please ensure your accounts department gives the account immediate attention.
- Minimum hire is 4 hours (unless otherwise agreed prior to the assignment).
- Our terms are seven days from date of invoice.
- A permanent placement fee is payable should any temporary person introduced by HOBAN Recruitment be employed by your Organisation (or a subsidiary, division or client of your organisation) on either a temporary or permanent basis within 12 months of this timesheet.
- Your temporary consultant is committed to servicing your needs – please call us if we can help in any way.