

PLEASE SUBMIT YOUR AUTHORISED  
TIMESHEET TO THE  
LEGAL EAGLES PAYROLL DEPARTMENT  
NO LATER THAN 9.30AM MONDAY  
(Brisbane Time)  
Fax: 07 3229 8186  
Email: [accounts@hughes-castell.com.au](mailto:accounts@hughes-castell.com.au)



**TEMPORARY SERVICES TIMESHEET & INVOICE AUTHORISATION**

Week Ending (Sunday): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Date Month Year*

Name of Temporary: \_\_\_\_\_

Job Performed: \_\_\_\_\_

Customer Name: \_\_\_\_\_ State: \_\_\_\_\_

Is this assignment continuing next week? (Please tick) YES  NO

Are you entitled to any allowances as a result of performing this role? YES  NO

If so please supply details:  
\_\_\_\_\_  
\_\_\_\_\_

	Time Started	Time Finished	Less Breaks	Total Hours Worked	Office Use Only			
					Ord. Time	Time + Half	Double Time	Meal All.
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total for the Week</b>								

The amounts authorised by you above will form the basis of the pay to our temporary employee and the invoice to our client. Please ensure these figures are correct to reduce the need for adjustments.

Notice to Customers: A minimum of four hours per day applies to all temporary assignments. You will not be charged for lunch hours. Unless otherwise stated, a permanent placement fee (to cover the cost of liquidated damages) will apply when a temporary employee is hired within 365 days of a temporary assignment on a permanent or temporary basis either directly or indirectly by the customer, its subsidiaries, associated companies or referred to another employer.

Notice to Temporary Employees: Your pay will be deposited by direct credit. You are responsible for ensuring that we have your correct banking details to safeguard against payment delays - and if these details change you must notify us immediately. You are also responsible for ensuring Legal Eagles receives this timesheet by 9.30am on the Monday morning Brisbane time of the following week or payment of wages may be delayed.

\_\_\_\_\_  
Signature of Temporary Employee

\_\_\_\_\_  
Name of Customer/  
Authorised Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date Signed