ELITE staffing solutions

Elite Staffing Solutions | Unit 2, 17 - 19 Miles Street, Mulgrave VIC 3170 | **t** 1300 808 008
| **f** 1300 808 001 | **e** info@elitestaffing.com.au | **w** elitestaffing.com.au

Managers name: _____

Week starting: _____

Week ending: _____

Company Name: _____

Company Address: _____

For the purposes of payroll please return all timesheets via fax or email no later than 9am Tuesday

NAME	Monday				Tuesday				Wednesday				Thursday				Friday				Saturday				Sunday				TOTAL HOURS	TIME & HALF	DOUBLE TIME
(PLEASE PRINT CLEAR)	Start	Break	Finish	Hours	Start	Break	Finish	Hours	Start	Break	Finish	Hours	Start	Break	Finish	Hours	Start	Break	Finish	Hours	Start	Break	Finish	Hours	Start	Break	Finish	Hours			
TOTAL HOURS																															

For the purpose of payroll, Elite Staffing Solutions' working week begins on Monday and finishes on Sunday. All Elite Staffing Solutions' contractors are paid weekly, every Friday via direct credit into individual bank accounts. Time sheets need to be emailed or Faxed to Elite Staffing Solutions by Tuesday each week **(Email: accounts@elitestaffing.com.au, Fax: 1300 808 001)**. The approval of this time sheet confirms acceptance of Elite Staffing Solutions' trading terms and conditions. (ABN: 21 610 405 292)

_____ _____
Date