

PAYMENT AUTHORISATION FORM

TEMPORARY RECRUITMENT

TEMP INFORMATION

- We make every effort to ensure that all people are paid by the Thursday following the week in which they worked. To guarantee this we **must** receive this form by **5.00 pm on Friday**. Please call us if you have any problems fulfilling this requirement.
- Please calculate your daily and weekly hours worked in hours and minutes.
- Searson Buck will calculate your total **weekly** hours to the nearest quarter hour.
- If your supervisor is unavailable to sign your form, please have an authorised deputy sign on their behalf or send through your form unsigned and resend a signed copy when you are able.

NAME _____ **SIGNATURE** _____

(I confirm I have completed the hours specified below and that no injuries have been sustained)

HOURS WORKED

DAY	DATE	START TIME	FINISH TIME	LESS LUNCH	OFFICE USE ONLY					
					NORMAL		OVERTIME			
					Hrs	Mins	T 1/2		D T	
				Hrs	Min	Hrs	Min			
MON										
TUES										
WED										
THURS										
FRI										
SAT										
SUN										
TOTAL										
				Total Rounded						

CLIENT INFORMATION

- This Time Record has been presented to you for signature. Please check all details and note that once this record has been authorised by you no further claim will be recognised.
- By signing this you also acknowledge you are in receipt of, and will adhere to our terms and conditions relating to the use of temporary staff referred to you.
- Total weekly hours worked will be calculated to the nearest quarter hour. In computing overtime, each day's work shall stand alone.
- If you wish to employ a Searson Buck temporary staff person on a permanent or contract basis, or re-engage on a temporary, contract or permanent basis, fees will apply.

MANAGER NAME _____ **SIGNATURE** _____

COMPANY NAME _____

COMMENTS _____

HOBART & Southern Temps

Please send payment authorization via fax to (03) 6223 3099

GPO Box 1559, Hobart TAS 7001
Phone: (03) 6223 3055
info@searsonbuck.com.au

LAUNCESTON & Northern Temps

Please send payment authorization via fax to (03) 6333 3899

PO Box 2020, Launceston TAS 7250
Phone: (03) 6333 3888
Launceston@searsonbuck.com.au

BURNIE & North West Coast Temps

Please send payment authorization via fax to (03) 6431 5166

GPO Box 1499, Burnie TAS 7320
Phone: (03) 6431 5166
Burnie@searsonbuck.com.au