

HOSPITALITY PAYMENT AUTHORISATION



HOURS WORKED

DAY	DATE	TIME		FIRST BREAK		SECOND BREAK		DAILY TOTALS		OFFICE USE ONLY							
		START	END	START	END	START	END	HOURS	MINUTES	ORD	SAT	1.5	2.0	SUN	PUB HOL	Penalty 1	Penalty 2
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	
SUN																	
TOTAL																	

STAFF INFORMATION

1. We make every effort to ensure that all staff are paid by the Thursday following the pay period end (Monday am to Sunday pm)
2. You are responsible for this payment, therefore we **must** receive your timesheet no later than 12 noon on the Monday following this pay period
3. Please calculate your shifts in hours and minutes to the nearest quarter hour, and include the location in which you worked and shift type; see legend above)

I, (Name) _____ confirm I have completed the hours as specified above

SIGNED _____ **DATE:** _____

CLIENT AUTHORISATION

1. This time sheet has been presented to you for your signature and authorisation. Please confirm the shifts as above and notify of any discrepancies within 24 hours of end of the pay week (Monday to Sunday).
2. Total weekly hours worked will be calculated to the nearest quarter hour.

I, (Name) _____ authorise that our temporary staff member can be paid as per the above hours.

SIGNED: _____ **DATE:** _____

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, BURNIE & 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