

# 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																	
<b>TOTAL</b>																	

### 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

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 & Northern Temps

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

GPO Box 1499, BURNIE TAS 7320

Phone: (03) 6431 5155

burnie@searsonbuck.com.au