

| Employee Name:   |      |               |              | Client / Venue:    |              |    |        |              |                 |
|--|------|---------------|--------------|--------------------|--------------|----|--------|--------------|-----------------|
|  |      |               |              | Department / Area: |              |    |        |              |                 |
| Job Title:   |      | Employee No.: |              | Reporting To:      |              |    |        |              |                 |
| <b>5. ENTER THE TIMESHEETS</b>   |      |               |              |                    |              |    |        |              |                 |
| DAY  | DATE | START         | MEAL BREAK 1 |                    | MEAL BREAK 2 |    | FINISH | HOURS WORKED | CLIENT INITIALS |
|  |      |               | FROM         | TO                 | FROM         | TO |        |              |                 |
| Monday   |      |               |              |                    |              |    |        |              |                 |
| Tuesday  |      |               |              |                    |              |    |        |              |                 |
| Wednesday  |      |               |              |                    |              |    |        |              |                 |
| Thursday   |      |               |              |                    |              |    |        |              |                 |
| Friday   |      |               |              |                    |              |    |        |              |                 |
| Saturday   |      |               |              |                    |              |    |        |              |                 |
| Sunday   |      |               |              |                    |              |    |        |              |                 |
| PLEASE USE 24 HOUR CLOCK FOR TIMES<br>Breaks may be compulsory for all shifts over five (5) or six (6) hours, depending on the relevant Award/EBA. Please refer to the conditions of the governing Award, Instrument or Agreement for confirmation of mandatory break periods. |      |               |              |                    |              |    |        |              |                 |
| PERFORMANCE  |      |               |              |                    |              |    |        |              |                 |
| <input type="checkbox"/> ★ Not suitable <input type="checkbox"/> ★★ Average <input type="checkbox"/> ★★★ Good <input type="checkbox"/> ★★★★ Very Good <input type="checkbox"/> ★★★★★ Excellent   |      |               |              |                    |              |    |        |              |                 |
| CLIENT COMMENTS  |      |               |              |                    |              |    |        |              |                 |
| Note: Clients may prefer to email comments or feedback to their relevant State via details in the  |      |               |              |                    |              |    |        |              |                 |



# TIMESHEET

Week Ending Sunday ..... / ..... /

### 1. CLIENT TO SIGN THIS SECTION

In my capacity as the client representative - by authorising this timesheet, I agree to the Pinnacle People standard terms of business as presented on their website on this day. This includes break penalties and fees for directly hiring this Pinnacle People employee.

Important note - If an employee assigned to you is not given a 30 minute break within five (5) or six (6) hours of the employee's start time you will be charged break penalties.

CLIENT REP NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

### 2. TIME SUBMISSION

At the completion of each shift, the employee is to enter times in nearest 5 minute intervals. For example 13:05 not 13:02 and complete the full line for the day worked. Please include any breaks and total hours worked.

### 3. EMPLOYEE SIGNATURE COLLECTION

Employee is to obtain the clients initials for each day of work. At the conclusion of the last shift for the week, the employee and the client are to fill in the below approval section in points 3 and 4. Signatures must be obtained for any shift, including single shifts, and at any site.

### 4. EMPLOYEE TO SIGN THIS SECTION

My signature verifies that I have recorded all details of these shifts accurately; including, start, finish time and breaks taken. I confirm that no injury has been sustained during the course of these shifts.

Employees please note you must obtain a client's signature before your wages can be processed.

SIGNED: \_\_\_\_\_

**FOR FURTHER INFORMATION ON OUR TERMS AND CONDITIONS, PLEASE REFER TO OUR WEBSITE**

|                                    |   |   |   |   |
|------------------------------------|---|---|---|---|
| Please circle applicable location: | MELBOURNE<br>Payroll Contact: <a href="mailto:melpayroll@pinnaclepeople.com.au">melpayroll@pinnaclepeople.com.au</a><br>Phone: 03 86241777<br>Emergency: 0418 561 473 | SYDNEY<br>Payroll Contact: <a href="mailto:sydpayroll@pinnaclepeople.com.au">sydpayroll@pinnaclepeople.com.au</a><br>Phone: 02 8298 3111<br>Emergency: 0417 727 679     | BRISBANE<br>Payroll Contact: <a href="mailto:brispayroll@pinnaclepeople.com.au">brispayroll@pinnaclepeople.com.au</a><br>Phone: 07 3225 9999<br>Emergency: 0438 002 505 | GOLD COAST<br>Payroll Contact: <a href="mailto:brispayroll@pinnaclepeople.com.au">brispayroll@pinnaclepeople.com.au</a><br>Phone: 07 5557 7111<br>Emergency: 0438 002 505 |
|                                    | PERTH<br>Payroll Contact: <a href="mailto:perpayroll@pinnaclepeople.com.au">perpayroll@pinnaclepeople.com.au</a><br>Phone: 08 9287 3888<br>Emergency: 0409 527 305    | ADELAIDE<br>Payroll Contact: <a href="mailto:adelpayroll@pinnaclepeople.com.au">adelpayroll@pinnaclepeople.com.au</a><br>Phone: 08 8100 7800<br>Emergency: 0421 544 198 | CANBERRA<br>Payroll Contact: <a href="mailto:actpayroll@pinnaclepeople.com.au">actpayroll@pinnaclepeople.com.au</a><br>Phone: 02 6248 0066<br>Emergency: 0439 100 269   | DARWIN<br>Payroll Contact: <a href="mailto:darpayroll@pinnaclepeople.com.au">darpayroll@pinnaclepeople.com.au</a><br>Phone: 08 8941 5000<br>Emergency: 0437 988 680       |

**5. ENTER THE TIMESHEETS**

Step 1 - Take a photo of your timesheet    Step 2 - Upload image of timesheet into PinnBook    Step 3 - This copy to be left with the client

Employee to enter times into Pinnbook and upload a photo of the timesheet. Note: This must be completed within one hour of the conclusion of the last shift at each site. If the timesheet is not submitted within one hour of last shift worked, this may result in substantial delays to wages being processed.

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