



Pay Rate	Charge Rate

OFFICE USE ONLY

**DLA Recruitment Consultants Pty Ltd**  
**Human Resources Management – Recruitment & Training**

ACN 007 107 897 ABN 78 007 107 897

Suite 5, Level 11, 470 Collins St Melbourne Vic 3000 Phone:03- 8624 4244 Fax:03- 8624 4200

Email: [enquire@dlaconsulting.com.au](mailto:enquire@dlaconsulting.com.au)

Website: [www.dlaconsulting.com.au](http://www.dlaconsulting.com.au)

**WEEKLY TIMESHEET**

Temporary's Name \_\_\_\_\_

Client Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Client Company: \_\_\_\_\_

Phone No \_\_\_\_\_

Phone No: \_\_\_\_\_

Temporary Signature \_\_\_\_\_

Week Ending:            /            /

DATE	DAY	START		FINISH		TIME OFF (INCLUDING LUNCH)		TOTAL Normal HOURS		TOTAL Overtime		Client Initials If O/T applies	/
		Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min		
	MON												
	TUE												
	WED												
	THU												
	FRI												
	SAT												
	SUN												
<b>Total Hours for Week:</b>													

ASSIGNMENT:  
(PLEASE TICK)

CONTINUING

COMPLETED

Client Name (please print) \_\_\_\_\_

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**TO THE EMPLOYEE:**

- **Deadline for receipt of timesheet at DLA is 10am each Monday. Receipt of timesheet by deadline is essential.**
- **Wages will be deposited into your nominated bank account.**
- **Please keep a copy for your own records.**
- **Please fax your timesheet to : 03-8624 4200**

**IMPORTANT NOTE TO THE CLIENT**

1. Minimum period of employment – four hours
2. Minimum notice of four hours required to terminate temporary staff assignment.
3. In the event that the Job Description of the temporary employee is changed by the host employer without the prior written consent of DLA Recruitment Consultants Pty Ltd, no liability whatsoever will be accepted in relation to the performance, partial performance or non performance by the temporary employee of the changed job description or any loss or damage resulting as a consequence.
4. DLA grants a 4-hour replacement guarantee period. **NO CHARGES** will be levied for unsatisfactory temporary staff if we are informed within four hours of commencement of assignment. We endeavour to replace immediately.
5. **Our trading terms for temporary staff are net 7 days from date of invoice.**
6. **Where applicable, DLA will endeavour to conduct an OH&S site visit prior to the commencement of a Temporary Assignment.**
7. **No overtime will be paid to Temporary Staff without authorisation from DLA Recruitment Consultants Pty Ltd.**
8. Invoices that remain unpaid for longer than 45 days without prior arrangement will attract a 10% administration fee.
9. Should one of our **contract or temporary** staff members be appointed to join your staff or any associated company or third party referral on a permanent basis a placement fee is applicable as follows:
  - a) After 3 months continuous assignment, a Standard Permanent fee will be charged less (i) any fee already paid (Contract) or (ii) the temporary margin (Temp) already paid, whichever is applicable with a minimum fee of \$250 (plus GST), & subject to payment of invoices within our trading terms.
  - b) Under three months in the assignment, a standard placement fee will apply (plus GST).
 This applies for a period of 12 months after completion of last assignment. A guarantee period does not apply.
10. Please note that the hourly rate does not include Payroll Tax. Payroll Tax will be billed separately, where applicable, and will be remitted by DLA to the State Revenue Office on the Client's behalf.
11. **Whilst a candidate is registered with DLA Consulting for the purposes of seeking temporary employment, and is on a client assignment they are an employee of DLA Consulting. If a temporary employee is engaged through another Agency (at the same worksite, through a third party introduction or another division) for services currently or previously provided through DLA a fee equal to the full placement fee will apply.**

This timesheet is available at [www.dlaconsulting.com.au](http://www.dlaconsulting.com.au)