

TIMESHEET

- Please make sure you have:
- Dated your timesheet
 - Signed your timesheet
 - Had the client sign the timesheet

WEEK ENDING: SUNDAY ___/___/_____

Timesheets must be faxed to 09 486 4867 before 12 PM Monday

NAME: _____

TEMP POSITION: _____

CLIENT: _____

CONTACT NAME: _____

	Date	Start Time	Finish Time	Lunch Break	Total Ordinary Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked					

Office Use Only

Temporary Employee: I hereby certify that these hours are correct. I undertake not to divulge to any person details of work performed by me in this assignment.

Employee Signature: _____

Client Contract: It is hereby certified that the above hours are correct and the work was performed in a satisfactory manner. We acknowledge and accept Career Team Limited Terms and Conditions of Business.

Name: _____
(Print in block letters)

Signature of person completing timesheet on behalf of the Client: _____

TERMS AND CONDITIONS

Our rates are inclusive of GST and Contract related allowances. The quoted rate is only payable for each hour worked and not only covers wages, but also other payments such as PAYE levies, Annual Holidays, Special Leave, Kiwi Saver, Worker's Insurance levies and Bereavement leave.

A minimum charge equal to four (4) hours at the hourly chargeout rate agreed for the Temporary is payable for each day of an Assignment where an Assignment is less than four (4) hours long. Otherwise the hourly rate agreed.

Career Team may vary the rate to be charged for a Temporary at any time and after negotiation with you, unless the variation is caused by legislation change in which case the rate is automatically adjusted after consultation.

All hourly charge rates are quoted exclusive of GST

Prior to supplying you with temporary staff and in accordance with the Employment Relations Act, Career Team will request the following details:

A description of the work to be performed; and

An indication of where the Temporary is to perform the work; and

An indication of the hours to be worked by the Temporary

Termination of Assignment: the parties agree that Career Team must always be the first point of contact for you. Please do not discuss discipline, performance, conduct or attitude issues directly with the Temporary, before informing Career Team. To remove any possibility of the Temporary confusing who is their employer, and thereby including the client in any grievance claim, it is essential that Career Team handle all issues relating to termination directly with the Temporary employee

The client agrees to provide a safe workplace for the Temporary and will comply with all legislative and regulatory requirements relating to employees, including but not limited to health and safety, human rights and the Employment Relations Act 2000 and its amendments

Any cancellation of an Assignment by the client must be advised to Career Team at least 24 hours before the Assignment is due to commence.

Where, within 90 days of the termination of an Assignment:

You engage the Temporary as an employee or as an independent contractor; or

You introduce the Temporary to another person or organisation and that person or organisation engages the Temporary as an independent contractor then an appropriate fee will be charge as per our permanent recruitment traditional model

Invoices are payable within 7 days of receipt of invoice date unless otherwise negotiated with Career Team

Career Team reserves the right to charge a late payment fee up to 1.5% per calendar month on all overdue balances.