Please EMAIL a scanned completed timesheet to payroll@nakamamelbourne.com by no later than 10am Monday Mornings.

WEEKLY TIMESHEET

Week ending : _____

Company name: _____

Your name: _____

Supervisors name: _____

Is this assignment continuing?   Yes   No

Supervisors telephone number: _____

DATE	DAY	START TIME	FINISH TIME	MINUS LUNCH	TOTAL HOURS
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Time to be entered in 24 hour format, rounded to the nearest 15 minute interval

Total regular hrs	
Total overtime hrs	
Total hrs worked	

FOR TALENT

1. Complete a separate timesheet for each assignment and each week's work.

2. Each timesheet must be signed by your supervisor, or your supervisor's alternate signatory. Email approval from the client with relevant timesheet attached can act as approval.

3. In order to be paid you must email (photograph or scan) this completed, signed timesheet to Nakama by 6pm Friday.

4. Hours worked for the same client in excess of 40 hours per week constitute overtime. Hours worked on Saturday, Sunday and/or a Public Holiday constitute overtime. Overtime is time and a half the regular rate, unless previously agreed by Nakama and the client.

FOR PTY LTD COMPANY CONTRACTORS

Each timecard must also be accompanied by an invoice.

FOR CLIENT

1. Before signing the timecard, please make sure that hours and totals are correct. You will be billed for the hours listed below in accordance with our Terms & Conditions.

2. All of our employees are paid by Nakama. Please make no payment directly to our employees.

3. Employees may be contacted for employment through Nakama only, and are supplied in accordance with our Terms & Conditions.

TALENT SIGNATURE

Before signing below, please make sure that all hours and totals are correct. I certify that the hours shown are correct.

CLIENT SIGNATURE

Before signing below, please make sure that all hours and totals are correct. I certify that the hours shown are correct and authorise payment.

Signature _____

Signature _____

NAKAMA LEVEL 3, 480 COLLINS STREET, MELBOURNE, VIC 3000 / T: (03) 8610 6783 / E: PAYROLL@NAKAMELBOURNE..COM / WWW.NAKAMAMELBOURNE.COM

PLEASE NOTE NAKAMA FINANCE HQ IS LOCATED IN SYDNEY ANY QUERIES FOR MELBOURNE PLEASE CONTACT FINANCE@NAKAMASYDNEY.COM