



FREELANCE TIMESHEET

	DATE	START	FINISH	BREAK/S	STANDARD HOURS	OVERTIME HOURS
	EG ONLY - 10/12/24	EG - 9:00AM	EG - 7:30PM	EG - 0.75	EG - 9.25	EG - 0.5
MON						
TUE						
WED						
THU						
FRI						
SAT					PLEASE USE OVERTIME COLUMN	
SUN						

PLEASE NOTE

All fields must be filled in full. Overtime applies (1.5 x rate or as per the applicable modern award) to weekends, public holidays and weekdays outside of 7am-7pm. A 4 hour per day minimum applies to all assignments.

TOTAL STANDARD HOURS TOTAL O/T HOURS (SEE NOTE TO LEFT)

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CANDIDATE

FIRST NAME _____

SIGNATURE _____

POSITION _____

DATE _____

IMPORTANT

Record hours and times above in 15 minute increments only (eg. 2hrs & 15mins = 2.25hrs). Use a separate timesheet for each work week/client. Your timesheet must be signed by our client and sent to Swoop by you. Send your timesheets to Swoop each Monday before 1pm. Email timesheets to timesheets@theswoopinn.com

TERMS

By signing above I confirm that the hours stated are true / No injuries were sustained during this assignment / No payment will be made to me unless this timesheet is filled in full / I will direct all pay enquiries to The Swoop Inn only / I have read and agree with Swoop's current Candidate Agreement

CLIENT

FULL NAME _____

SIGNATURE _____

POSITION _____

DATE _____

COMPANY _____

TERMS

By signing above I confirm the hours stated are correct / I agree to the total hours being corrected prior to invoicing if necessary / The work was performed to a satisfactory level / I have read and agree with Swoop's current Client Agreement