Alseasons Complete Payroll Systems Pty Ltd

Alseasons Casuals Payroll Timesheets

Please record details of hours worked by Alseasons Casuals and update Alseasons' E-Timesheet as prompted by email daily, or at latest by 9.30am Tuesday. Alternatively, fax completed copy to 9324 4690 or email accounts@alseasons.com.au

Customer Name..... Account No.....

Day Date	Worker's Name	Start	Finish	Paid Breaks	Deduct Breaks	Hours to be Paid	Customer grading out of 10 (higher is better)			Authorised for payment by	
							Grooming	Competence	Attitude	Supervisor's Name	Supervisor's Signature

Staff introduced by Alseasons Casuals may only be booked through Alseasons' booking office. All workers introduced by Alseasons Casuals are introduced by agreement with the client for the express purpose of employment with no limit to term of engagement, and all instances of additional, on-going or further employment for a period of six (6) months from the most recent booking, regardless of how the offer or acceptance of on-going employment is negotiated, are subject to on-going placement or release fees.

All staff working shifts in excess of 5 hours (6 hours by agreement with staff) must be provided with a break by law. Such break may be deducted from the worker's total hours worked for purpose of payment. The customer, or Host Employer, takes responsibility for providing such breaks and indemnifies ACPS against claims for additional wage penalties where a break has not been provided.

Alseasons Complete Payroll Systems shall, on behalf of the customer, be responsible for the payment of contractors' remuneration, deduction of PAYE-withholding Tax, payment of Payroll Tax and the SGL, disbursement of Group Certificates and the payment of Worker's Compensation premiums, provided that all the following conditions have been met within Alseasons' trading terms.

Any work-related accident or incident must be reported to Alseasons Complete Payroll Systems within 24 hours as required by the Worker's Compensation Board and to qualify for insurance cover by ACPS. In certain instances of work-related accidents, an offer of alternative work duties may be required by the customer.

Alseasons' pay week operates from Monday to Sunday. Details of hours worked for each employee must be communicated to Alseasons by E-Yimesheet link, email or fax on completion of each shift, or no later than 9.30am Tuesday. Alseasons' charges are calculated and based on full settlement of accounts within 7 days. Disputes over billings must be made within 48 hours of Invoice/Statement date of issue. In the even where the client has not confirmed hours worked by 9.30am on a Tuesday following the prior week's bookings, wages and billing may be charged according to the original booking details with adjustments made later.

Should full payment of account not reach Alseasons' office within our published trading terms, then Alseasons shall not be held responsible for any obligations or payments regarding contractors' remuneration, taxes, SGL and Worker's Compensation. These and all other employee/contractor-related obligations shall remain the responsibility of the customer. Alseasons' liability in these employee/contractor-related areas is totally dependent upon full payment of accounts within our trading terms as detailed above.