



Meditech Staffing/LifeScope Health

Timesheets must reach our office no later than 5pm Monday

Email: hr@meditechstaffing.com.au (or take a pic on your phone) Fax: (02)9763 1133 • No timeshee

- No timesheet no pay
- Timesheets must reach our office no later than 5pm Monday. Late arrivals cannot be processed until the following week.
 All times must be rounded to the nearest 5mins
- Shifts without a signature or signed by a person other than and RN-in-charge or $\,$ your direct supervisor will not be processed. If you change your address and banking details, you must notify us immediately
- Please contact us if you require more timesheets

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Name:	Ph.(02) 9764 4488 hr@meditechstaffing.com.au
Employee ID	

Date	Time Started (use 24hr clock)	Time Finished (use 24hr clock)	Break time	Total Hrs worked	Meal (tick)	In-Chg (RNs)	KM	Client Name/ Facility Name	Client Signature (Mandatory)
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By signing this you agree that:

- You have not provided any false or misleading information, i.e. The stated times are true and correct
- You have sustained no injuries during any of the shifts recorded above
- You have notified and submitted any incident or accident reports to our office in relation to any of the shifts recorded above

Signature:	Date:

By submitting this timesheet you are accepting the terms and conditions in relation to timesheet reporting as described n you employment contract with On Call Staffing Solutions Pty Ltd (trading as Meditech Staffing)