

Fax: (02)9763 1133

- 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

Name:

Employee ID _____

hr@meditechstaffing.com.au

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 in your employment contract with On Call Staffing Solutions Pty Ltd (trading as Meditech Staffing)