



NSW employees fax your timesheet to: 1300 651 860 or email to [nswpayroll@roberthalf.com.au](mailto:nswpayroll@roberthalf.com.au)  
 VIC employees fax your timesheet to the relevant office  
 Melbourne: 1300 651 987 or email to [vicpayroll@roberthalf.com.au](mailto:vicpayroll@roberthalf.com.au)  
 Mt Waverley office: 1300 013 627 or email to [mtwpayroll@roberthalf.com.au](mailto:mtwpayroll@roberthalf.com.au)  
 QLD employees fax your timesheet to: 1300 798 208 or email to [gldpayroll@roberthalf.com.au](mailto:gldpayroll@roberthalf.com.au)  
 WA employees fax your timesheet to: 1300 794 528 or email to [wapayroll@roberthalf.com.au](mailto:wapayroll@roberthalf.com.au)

ABN 32 081 257 052

**PLEASE ENSURE YOU SELECT YOUR STATE & DIVISION:**

- New South Wales       Victoria       Queensland       Western Australia  
 Finance & Accounting       Financial Services Group       Management Resources       Technology

<b>Client</b>		<b>Employee name</b>	
<b>Address</b>		<b>Week ending</b>	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Full Day</b>							
<b>Half Day</b>							

**Client signature** \_\_\_\_\_ **Position** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that the number of hours set forth above is accurate and that services have been provided for the hours indicated and those services have been satisfactorily completed by the Temporary Personnel. By signing above, I agree to arrange payment to Robert Half Australia Pty Ltd ("RH P/L" or "Robert Half") for the services provided according to the Terms of Business which I have received and accept as governing this transaction.

I understand and agree that, as a condition of the services being provided by RH P/L, the Terms of Business govern all Temporary Personnel assignments and these terms are incorporated by reference as if fully set forth herein. Unless the Temporary Personnel were required to leave early due to illness, emergency or personal necessity, I understand and agree that I am responsible for payment of the daily minimum assignment period of four (4) hours, regardless of whether Temporary Personnel have worked the entire daily minimum assignment period. I also understand and agree that additional loadings may be payable for hours worked on Saturdays, Sundays or Public Holidays in accordance with any applicable industrial instrument.  
 In accordance with the Terms of Business I acknowledge that:

- a) Robert Half may review its fees from time to time and may vary the fees in accordance with the Terms of Business;
- b) Robert Half will issue a tax invoice each week;
- c) The Temporary Personnel's timesheet will form the basis of Robert Half's invoice;

- d) Robert Half will not be liable for any failure, default, act or omission of the Temporary Personnel;
- e) If the Temporary Personnel is directly or indirectly engaged on a permanent, temporary, or consulting basis within 12 months of the end of any Temporary Personnel's engagement with Robert Half, a conversion fee or contract fee is payable in accordance with Robert Half's scale of fees at the time of the engagement. Robert Half reserves the right to amend its scale of fees at its discretion from time to time.
- f) If the Temporary Personnel is allocated to another business, introduced, or information regarding the Temporary Personnel is passed to a third party resulting in the temporary or permanent engagement of the Temporary Personnel by another business within 12 months of the end of the original engagement, a fee is payable to Robert Half in accordance with its scale of fees as amended from time to time. Such engagement will not attract a guarantee period or be subject to a discount.

The Temporary Personnel provided by Robert Half is deemed at all times to be under the control and direction of the Client during the term of the engagement. No liability will be accepted by Robert Half for the negligence, dishonesty, misconduct or lack of skill of the Temporary Personnel. In the event of any conflict between the timesheet(s) and the Terms of Business, I agree that the Terms of Business will control.