TROYS HOSPITALITY STAFF

Payroll Timesheet

Troys pay week is Saturday to Friday
Timesheets must be **submitted at latest 10am Mondays.**
Email to payroll@troys.com.au or **fax 9290 1955**

Client name: _____ **Site number:** _____

date	staff name	job desc	start time	break start	break finish	finish time	total hrs	Staff signature	Customer comments		
									Grooming	Skills	Attitude
Managers Name:						**Managers Signature:**					

**** ALL TROY'S STAFF MUST TAKE AN ALLOCATED BREAK UNLESS AUTHORISED BY SITE MANAGER ****

Troys' staff may be booked only through our office on **02 9290 2955** between 7.00 am - 6.00 pm Monday – Friday and 9.00 am - 12 noon on Saturdays. A four hour minimum applies per shift. Should staff member be booked direct and ***not*** through the office, Troys will not be liable for payment to the employee, workers compensation and other payroll costs to do with payroll.

Cancellations must be made at least four (4) hours prior to the start time and confirmed via phone with Troys' Office. ***Under no circumstances are cancellations to be made via email or text.*** If Troys are unable to contact the temporary staff allocated for the Client's assignment, Troys will ask for three (3) hours show up pay for the temporary staff, which is a requirement under the current Modern Award.

Meal Breaks: All staff working shifts in excess of 5 hours (6 hours by agreement with staff) must be provided with a meal break of between 30 minutes and 1 hour by law. Such breaks may be deducted from the staff's total hours for purpose of payment. The Client or Host Employer takes responsibility for providing such breaks and indemnifies Troys against claims for additional wage penalties where a break has not been provided.

Staff introduced by Troy's Hospitality Staff may only be booked through Troy's booking office. Casuals offered permanent, full time, casual or on-going work within 6 months of the last assignment through Troy's will attract a Permanent placement charge regardless of how the offer or acceptance of employment is negotiated