TROYS HOSPITALITY STAFF

TROYS pay week ends on Fridays. Time sheets to be faxed by 10am on the following Monday to **(02) 9290 1955** or email **payroll@troys.com.au**

TIMESHEET

Week End Fri :

Client :

Site :

date	staff name	job desc	start	break start		break finish	finish	total hrs	staff signature	customer comments (Customer Grading - 1 to10 (higher is better)) grooming	skills	attitude	managers signature
					Breaks with start and finish time must be shown								

Bookings Through Troys office on 9290 2955 between 7am & 6pm Mon to Fri or 9am & 12noon on Saturdays. A four hour minimum applies per shift.
Troys will not be liable for Workers Compensation and other payroll costs for staff booked direct.
Cancellation Fee Cancellations within 2 hours of scheduled start time will incur a charge of 2 hrs per employee. **Travel Time** Applicable beyond areas of Narrabeen, Terrey Hills, Pennant Hills, Bass Hill, Revesby & Como.
Penalties All hours worked by Troys staff will be billed in accordance with the provisions of the relevant Awards (incl. Casual Loading and all Penalty Rates) appropriate for the nature of the work being undertaken.
Breaks All staff working shifts in excess of 5 hours (6 hours by agreement with staff) must be provided with a break by law. Such breaks may be deducted from the worker's total hours worked 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.
Workplace Safety All hazards, near misses and accidents need to be reported immediately to your Supervisor, and to the office staff at Troys.
Ongoing Employment Staff introduced by Troys Hospitality Staff may only be booked through Troys booking office. Casuals offered permanent, full time, casual or on-going work within 6 months of the last assignment through Troys, permanent placement charges will apply regardless of how the offer or acceptance of employment is negotiated.

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