



Timesheets are to be submitted on the foundU app no later than **Sunday 9PM**

Candidate Name	
Client Name	
Site/ Location	
**Employee Signature	

- Timesheets must be signed by your supervisor at the end of each day.
- If your supervisor is not present, you must advise your Betta People consultant.
- A separate timesheet is required for each job you are on.
- It is your responsibility to upload a photo of this timesheet to the foundU app no later than Sunday 9pm
- To report any concerns or questions, please email timesheets@bettapeople.com
- A 4-hour minimum is applied unless the candidate asked to leave early, arrives late or displays performance issues
- If travel allowance is ticked, information must be provided.
- A travel allowance will be paid when using your own car to travel from site to site.

****Employee Declaration:** I verify that the details recorded in this document are true and correct. I also certify that the work was carried out in accordance with Betta People's Terms and Conditions.

***Supervisor Declaration:** I verify that the above-mentioned employee has carried out work for us. The hours recorded and signed for are correct and I understand we will be invoiced accordingly.

Day	Date	Start Time (AM / PM)	End Time (AM/PM)	Unpaid Break	Total Hours	Travel Include information	*Supervisor Name	*Supervisor Signature
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								

Safety: All injuries, accidents, near misses and dangerous events must be reported to Betta People within 12 hours. This is a requirement of your employment.

If you feel unsafe, please contact Betta People immediately

Workplace Health and Safety check: WHS guidelines are followed, you are informed of how to report an incident, injury or hazard, amenities are available- toilets, water etc, fire equipment available, emergency plan- including meeting location and first aid equipment available, manual handling and chemical safety adhered to

Safety is everybody's responsibility