JorDan Human Resources

Locum Proforma Invoice (Timesheet) for Independent Contractors taxed at 25% with income code 3616 on IRP5's

BEE Compliant
APSO Accredited
AHASA Membership

CLIENT NAME: _____

BRANCH: _____

LOCUM NAME: _____

ID NUMBER: _____

Marie mariet@jordanhr.co.za
Oliver oliverk@jordanhr.co.za
Haidee haidees@jordanhr.co.za

DATE	CLOCK-IN	CLOCK-OUT	LUNCH	HOURS WORKED	LOCUM INITIAL	MANAGER INITIAL
TOTAL HOURS WORKED						

Signatures

Locum Name _____

Locum Signature: _____

Manager Name: _____

Manager Signature: _____

Reason for Locum request:

_____

Store Stamp:

SHOULD YOUR BANKING DETAILS CHANGE PLEASE EMAIL AND PHONE JORDAN HR (RELEVANT CONSULTANT OR PAYROLL DEPT) WITH THE UPDATED DETAILS

ALWAYS CALL JORDAN HR TO ENSURE THAT WE HAVE RECEIVED YOUR REQUEST TO CHANGE YOUR BANKING DETAILS: (011) 918-7470

NB: INCLUDE YOUR CLOCK CARD AND TIMESHEET WITH SIGNATURES FOR SUCCESSFUL & TIMEOUS PAYMENT

Important notice to Locum Pharmacists/Assistants/Nurses:

JorDan HR appoints Locum Pharmacists/Assistants/Nurses as Independent Contractors who are engaged to perform Pharmacy/Nursing related activities for JorDan HR's clients. The Locum Independent Contractor is therefore not employed by JorDan HR and will indemnify Jordan HR from any claim or harm which may arise from any negligence or deliberate act by themselves during the course of their engagement with JorDan HR and agrees thereto by way of signature above. It is imperative that the Locum Independent Contractor holds valid professional indemnity insurance to cover the contingencies / crisis that may occur during negligent dispensing/nursing.