Timesheet Example - Monday to Sunday

Your timesheet must be faxed, emailed or delivered to the GTA / SES Brisbane office by 5.00pm Monday

Please Fax Timesheets to 07 3209 1771 or Email payroll@sesat.com.au

Remember, Timesheets MUST be signed by you and your Workplace Supervisor. All hours MUST be accounted for ie. Sick leave, annual leave etc.

To complete your timesheet see the following example:

Apprentice / Trainee Name: Janie Jones ← ***Your Name***
Host Employer Name: The Mexican Restaurant ← ***Your Host's Name***
Host Employer Phone: 0412 345 678 ← ***Your Host's Contact Number***
Week Ended: 07/08/2011 ← ***The date of the last day of your pay week***

Enter the date ↓ ***Enter your Start Time*** ↓ ***Enter your Finish Time*** ↓ ***Number of hours worked*** ↓

Day	Date	Start Time	Meal Break	Finish Time	Hours Worked	Start Time	Meal Break	Finish Time	Hours Worked	Total Hours Worked	Office Use Only - **Do not complete any of these columns**
Mon	01-08		1/2 HR				1/2 HR				
Tue	02-08		1/2 HR				1/2 HR				
Wed	03-08	10.30	~~1/2 HR~~	2.30	4	5.30	~~1/2 HR~~	9.30	4	8	
Thu	04-08	10.30	~~1/2 HR~~	2.30	4	5.30	~~1/2 HR~~	10.00	4.5	8.5	
Fri	05-08	Sick	~~1/2 HR~~	Sick		Sick	~~1/2 HR~~	Sick			
Sat	06-08	11.00	1/2 HR	7.30	8		1/2 HR			8.0	
Sun	07-08	11.00	1/2 HR	8.00	8.5		1/2 HR			8.5	

↑ ***If you work through your break, you need to indicate this (see W, Th, F above)***

↑ ***If you are not at work you must note this eg. Sick, college, RDO, Annual Leave, Public Holiday etc.***

↑ ↑ ↑ ↑ ↑ ***If you work a split shift you need to record the second shift in these columns. Make sure you total each shift and then total the whole day.***

I CERTIFY I HAVE WORKED THE ABOVE HOURS:

Apprentice / Trainee Signature _____ Date _____

RECORD CONFIRMED BY HOST

Host Signature _____ ← ***Your Timesheet must be signed by your host. If there is no signature you will not be paid.***

Date _____