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: John Smith ← ***Your Name***
Host Employer Name: K & J Investments ← ***Your Host's Name***
Host Employer Phone: 0412 345 678 ← ***Your Host's Contact Number***
Week Ended: 09/08/2005 ← ***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	Fares	Travel Allow.	Site Allow.	Height Allow.	Excess Travel	Office Use Only - Do not complete any of these columns						
Mon	03-08	7.00	1/2 HR	3.30	8		✓	$1.10									
Tue	04-08	7.00	1/2 HR	3.30	8		✓	$1.10									
Wed	05-08	7.00	1/2 HR	3.30	8		✓										
Thu	06-08	7.00	1/2 HR	3.30	8.5												
Fri	07-08	Sick	~~1/2 HR~~	Sick													
Sat	08-08		1/2 HR														
Sun	09-08		1/2 HR														

↑ ***If you work through your lunch break, you need to indicate this (see Fri above)***

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

↑ ***If you are <u>entitled</u> to any of the above allowances then please tick the appropriate box. If you are entitled to Site or Height Allowance then you must include the hourly rate (see above) If you are claiming Excess Travel, indicate <u>only</u> the excess amount of km's travelled***

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 _____