

SMART EMPLOYMENT SOLUTIONS

ABN 68 067 508 338

Top Floor, 3360 Pacific Hwy
SPRINGWOOD QLD 4127

National: 13 30 24

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

Hospitality Only - Monday to Sunday

Apprentice / Trainee Name: _____
 Host Employer Name: _____
 Host Employer Phone: _____
 Week Ended: _____

Day	Date	Start Time	Meal Break	Finish Time	Hours Worked	Start Time	Meal Break	Finish Time	Hours Worked	Total Hours Worked	Office Use Only						
											ORD	T1/2	DT	1/4T	1/2T	3/4T	LSA
Mon			1/2 HR				1/2 HR										
Tues			1/2 HR				1/2 HR										
Wed			1/2 HR				1/2 HR										
Thurs			1/2 HR				1/2 HR										
Fri			1/2 HR				1/2 HR										
Sat			1/2 HR				1/2 HR										
Sun			1/2 HR				1/2 HR										

PLEASE NOTE: ALL APPRENTICES & TRAINEES MUST TAKE A HALF HOUR LUNCH BREAK EACH DAY UNLESS OTHERWISE DIRECTED BY YOUR HOST EMPLOYER. IF YOU DO NOT TAKE A BREAK, PLEASE CROSS OUT THE MEAL BREAK BOX.

Legend:
 COLL: College Day
 AL: Annual Leave
 PH: Public Holiday
 OTH: Other (Please specify)

SICK: Sick Day (claims for Sick Day must be accompanied by a medical certificate)
 WC: WorkCover (workers compensation)
 RDO: Rostered Day Off
 RAIN: Rain Day - Must Ring ASAP once advised by Host Employer

I CERTIFY I HAVE WORKED THE ABOVE HOURS:

RECORD CONFIRMED BY HOST

 Apprentice / Trainee Signature Date

 Host Signature Date