

SMART EMPLOYMENT SOLUTIONS

ABN 68 067 508 338

2 Palings Crt NERANG QLD 4211

National: 13 30 24

Please Fax Timesheets to: 07 3209 1771 Email to: payroll@sesat.com.au or MMS to: 0411 120 691

Monday to Sunday

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

Site Location: _____

Day	Date	Start Time	Meal Break	Finish Time	Hours Worked	Fares	Travel Allow.	Site Allow.	Height Allow.	Excess Km's	Office Use Only						
											ORD	T1/2	DT	Fr/Tr	Site	Hgt	Other
Mon			1/2 HR														
Tues			1/2 HR														
Wed			1/2 HR														
Thurs			1/2 HR														
Fri			1/2 HR														
Sat			1/2 HR														
Sun			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 Name Host Signature Date