

## Timesheet Example - Monday to Sunday

Your timesheet must be submitted to the SES office by 5.00pm Monday

Please Fax Timesheets to 07 5502 2368, Email payroll@sesat.com.au or MMS to: 0411 120 691

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: <u>Janie Jones</u>	←	Your Name
Host Employer Name: <u>The Mexican Restaurant</u>	←	Your Host's Name
Host Employer Phone: <u>0412 345 678</u>	←	Your Host's Contact Number
Week Ended: <u>7/08/2011</u>	←	The date of the last day of your pay week

	<i>Enter the date</i> ↓	<i>Enter your Start Time</i> ↓		<i>Enter your Finish Time</i> ↓							<i>Office Use Only - Do not complete any of these columns</i>				
Day	Date	Start Time	Meal Break	Finish Time	OFFICE ONLY	Start Time	Meal Break	Finish Time	OFFICE ONLY	OFFICE ONLY					
Mon	01-08		1/2 HR		/		1/2 HR		/	/					
Tue	02-08		1/2 HR		/		1/2 HR		/	/					
Wed	03-08	10.30	X	2.30	/	5.30	X	9.30	/	/					
Thu	04-08	10.30	X	2.30	/	5.30	X	10.00	/	/					
Fri	05-08	Sick	X	Sick	/	Sick	X	Sick	/	/					
Sat	06-08	11.00	1/2 HR	7.30	/		1/2 HR		/	/					
Sun	07-08	11.00	1/2 HR	8.00	/		1/2 HR		/	/					

↑

*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.*

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*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:

RECORD CONFIRMED BY HOST: ←

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

\_\_\_\_\_  
Apprentice / Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host Name

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Date