

# SMART EMPLOYMENT SOLUTIONS

ABN 68 067 508 338

2 Palings Crt NERANG QLD 4211

National: 13 30 24

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

## Hospitality Only - Monday to Sunday

Apprentice / Trainee Name: \_\_\_\_\_

Host Employer Name: \_\_\_\_\_

Host Employer Phone: \_\_\_\_\_

Week Ended: \_\_\_\_\_

Day	Date	Start Time	Meal Break	Finish Time	OFFICE ONLY	Start Time	Meal Break	Finish Time	OFFICE ONLY	OFFICE ONLY	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 Name

Host Signature

Date