smart EMPLOYMENT solutions
Apprenticeships & Traineeships

SMART EMPLOYMENT SOLUTIONS

Monday - Sunday Time Sheet

Monday to Sunday Time Sheets MUST be received by SES by 17:00 (05:00pm) Monday's.
24 Hour time is requested to ensure shift allowances are paid accordingly if required.

ABN 68 067 508 338 **2 Palings Crt NERANG QLD 4211** **National: 13 30 24**

Email to: payroll@sesat.com.au or MMS to: 0411 120 691

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

Day	Date	Site Location(s) please enter a reference that your Host Employer will recognise	Job No(s) please enter Job Numbers issued by your Host Employer where applicable	Start Time (24HR)	Meal Break (mins)	Finish Time (24HR)	Site Allow. ($)	Height Allow. ($)	Fares Allow. (Y/N)	Travel Allow. (Y/N)	Excess Km's	Excess Km's Notes ie. From & To, between job sites (if applicable)
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												

PLEASE NOTE: ALL APPRENTICES & TRAINEES MUST TAKE A 30 MIN LUNCH BREAK EACH DAY.
IF YOUR LUNCH BREAK IS PAID, PLEASE ENTER **PAID** IN THE MEAL BREAK BOX.

Legend:
COLL: College Day
SICK: Sick Day (claims for Sick Day must be accompanied by a medical certificate)
AL: Annual Leave
RDO: Rostered Day Off
RAIN: Rain Day - Must Ring ASAP once advised by Host Employer
PH: Public Holiday
WC: WorkCover (workers compensation)
OTH: Other (Please specify)
Please enter these codes into the Job No(s) column if applicable.

I CERTIFY I HAVE WORKED THE ABOVE HOURS:

Apprentice / Trainee Signature _____ Date _____

RECORD CONFIRMED & AUTHORISED BY HOST:

Host Name _____ Host Signature _____ Date _____

If you have worked with more than one Host Employer for the week, please submit an authorised time sheet for each Host detailing only the days and times you've worked with the Host stated at the top of the time sheet.

Office Use Only

DAY	TOTAL HOURS WORKED	29	1	2	3	5	6	7/8	10	14	18	19	28	49	50	26	27	38			
Mon																					
Tues																					
Wed																					
Thurs																					
Fri																					
Sat																					
Sun																					