

**Weekly Time Sheet must be received by 10am MONDAY**

EMAIL: timesheets@electrogroup.com.au TIMESHEET FAX: (07) 3274 6616

PO Box 166, Pinkenba QLD 4008

All enquiries telephone: (07) 3274 1533

Apprentice name: \_\_\_\_\_

Year level:            1       2       3       4

Host employer : \_\_\_\_\_

	LOCATION Suburb RDO, College, Sick, A/L, Pub Hol	Start Time	Finish Time	NORMAL HOURS Excluding lunch	Overtime		TOTAL Hours	ALLOWANCES									
					1.5	2.0		Tick as required			Construction Nominate hours	Fares Indicate rate	Travel 1/4 hr, 1/2 hr, Actual	Site Hourly rate	Other eg. Multi Storey		
								Service	Meal	Crib							
<b>MON</b>																	
<b>TUE</b>																	
<b>WED</b>																	
<b>THUR</b>																	
<b>FRI</b>																	
<b>SAT</b>																	
<b>SUN</b>																	
<b>GRAND TOTAL</b>																	

APPRENTICE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_ / \_\_\_ / \_\_\_

**\*\* I M P O R T A N T \*\*** THIS TIMESHEET CORRESPONDS WITH HOST EMPLOYER JOB CARD / TIMESHEET: Y/N

Has there been a workplace incident or near miss?     Yes             No

**Apprentice is working:**  
 Award / EBA 38 + O/T  
 Award / EBA 38+RDO  
 EBA 36+RDO  
 Other (specify) \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_ / \_\_\_ / \_\_\_

CONTACT NO: \_\_\_\_\_

Feedback/comments: \_\_\_\_\_