

Weekly Time Sheet must be received by 10am MONDAY

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

PO Box 570, MOOROOKA, QLD 4105

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							
MON																	
TUE																	
WED																	
THUR																	
FRI																	
SAT																	
SUN																	
GRAND TOTAL																	

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: _____

TIME SHEET MUST BE SIGNED BY SUPERVISOR BEFORE YOUR PAY CAN BE PROCESSED

Current as of 29/3/2011