



WEEKLY TIMESHEET:

To be completed in blue/black pen ONLY, signed by your supervisor and faxed every Monday (fax: 5562 3423).
 If you have any problem faxing your timesheet, please call Asha on 03 5562 5423.
 Late timesheets or unsigned timesheets may result in late payments.

A Medical Certificate is required :

- (a) after 2 sick days have been taken in any year of service
- (b) for 2nd sick day in a row including Monday/Friday
- (c) before or after a public holiday.

Not providing a Medical Certificate in any of these situations may result in pay for sick leave being delayed.

Please complete all shaded areas

Employee Name:							Host Employer:						
Hours worked													
Day	Date	Start Time	Lunch Taken eg30mins	Finish Time	ORD HOURS	OVER-TIME x 1.5	OVERTIME x 2.0	Trade School	RDO	Public Holiday	Sick Leave	Annual Leave	Supervisor's Signature
Mon													
Tue													
Wed													Print Supervisors Name
Thu													Employee's Signature
Fri													
Sat													
Sun													Print Employee's Name
Total													

Please do not adjust Hours Worked for RDO accruals