

ONE STANDARD DAY(ORDINARY HOURS) = 7.6 HOURS
 ONE WEEK(FIVE DAYS-ORDINARY HOURS) = 38 HOURS
 38 HOURS IS REQUIRED MINIMUM PER WEEK

TIMESHEET



WEEK ENDED: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

WHS ISSUES YES / NO If yes, please contact Apprenticeships Are Us Limited immediately on 02 9891 6900 or your account manager.

COMPANY NAME: _____

AUTHORISED SUPERVISOR'S NAME: _____

AUTHORISED SUPERVISOR'S SIGNATURE: _____

DATE: _____

Day	Date	TIME STARTED	TIME FINISHED	Ordinary Time (less lunch)	Annual leave	Sick Leave	Public Holiday	TAFE	Workers Comp. **	Total Hours	Overtime 1.5	Overtime 2	Unpaid	Comments
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														
TOTAL														

TIMESHEET MUST BE RECEIVED NO LATER THAN 12PM MONDAY TO ENSURE YOU ARE PAID ON TUESDAY.

TIMESHEETS ARE A LEGAL DOCUMENT. FALSIFYING HOURS OR SUPERVISORS SIGNATURE IS A FRAUDULENT OFFENCE.

** if any time is recorded in the workers comp. column a corresponding Incident Report Form must be completed and sent to our office

EMAIL TO: timesheets@apprus.com.au

OR FAX: **02 9687 3069**