

SMART EMPLOYMENT SOLUTIONS

ABN 68 067 508 338

2 Palings Crt NERANG QLD 4211

National: 13 30 24

Please Fax Timesheets to: 07 3209 1771 Email to: payroll@sesat.com.au or MMS to: 0411 120 691

Monday to Sunday

Apprentice / Trainee Name: _____

Host Employer Name: _____

Site Location: _____

Host Employer Phone: _____

Week Ended: _____

Day	Date	Start Time	Meal Break	Finish Time	Hours Worked	Fares	Travel Allow.	Site Allow.	Height Allow.	Excess Km's	Office Use Only						
											ORD	T1/2	DT	Fr/Tr	Site	Hgt	Other
Mon			1/2 HR														
Tues			1/2 HR														
Wed			1/2 HR														
Thurs			1/2 HR														
Fri			1/2 HR														
Sat			1/2 HR														
Sun			1/2 HR														

PLEASE NOTE: ALL APPRENTICES & TRAINEES MUST TAKE A HALF HOUR LUNCH BREAK EACH DAY UNLESS OTHERWISE DIRECTED BY YOUR HOST EMPLOYER. IF YOU DO NOT TAKE A BREAK, PLEASE CROSS OUT THE MEAL BREAK BOX.

Legend:

COLL: College Day

AL: Annual Leave

PH: Public Holiday

OTH: Other (Please specify)

SICK: Sick Day (claims for Sick Day must be

accompanied by a medical certificate)

WC: WorkCover (workers compensation)

RDO: Rostered Day Off

RAIN: Rain Day - Must Ring ASAP once advised by Host Employer

I CERTIFY I HAVE WORKED THE ABOVE HOURS:

RECORD CONFIRMED BY HOST:

Apprentice / Trainee Signature

Date

Host Name

Host Signature

Date