



Time Sheet

Fax: 02 9280 3506

Employee Name	Client Name
Phone Number	Supervisor
Week Ending Thursday / /	

Day	Start Time	Finish Time	Breaks	Total	1.5	2.0
					(for office use)	
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Other Allowances						
Total Hours (to nearest 15 minutes)						

<p>Employee Certification:</p> <p>I certify that the above hours are correct, no injuries have been sustained or my job description has not changed. I also understand wages will not be paid unless this timesheet has been authorised by a supervisor.</p> <p>Employee Signature</p>	<p>Employer Certification:</p> <p>I verify that the hours on this timesheet are correct and I have read and accept the rates and terms of Trace Personnel Pty Ltd.</p> <p>Employer Signature</p>
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Please complete EACH THURSDAY and fax to 02 9280 3506 by 5.30 pm