



COMPANY NAME AND JOBSITE: _____

CANDIDATE NAME: _____

WEEK ENDING	Date worked	Start Time (For example 7:00am)	Finish Time (For example 3:30pm)	Ordinary Rate (First 8 Hours Weekdays)	Overtime 1 (8 hrs-10 hrs Weekdays)	Overtime 2 (After 10 hours Weekdays)	Daily Authorised (Signature or initials of supervisor agreeing to hours worked)	Daily Raiting 1-5 (1 = Very Poor 5 = Excellent)
MONDAY	/ /							
TUESDAY	/ /							
WEDNESDAY	/ /							
THURSDAY	/ /							
FRIDAY	/ /							
SATURDAY	/ /							
SUNDAY	/ /							
WEEKLY TOTAL HOURS				Total Ordinary Rate	Total Overtime 1	Total Overtime 2	Travel (Daily)	Meal (After 9.5hrs worked)

Please note Saturday is charged at Overtime Rate 1 for the first 2 hours and then Overtime Rate 2 for every hour thereafter. Sunday is charged at Overtime Rate 2 for the whole day. 30 minutes break will be deducted from each working day unless otherwise stated in Notes.

<p>Additional Related Notes / Comments (only to be completed if necessary)</p>	
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Clients are requested to check that the above information is correct. Your signature on the timesheet is our authority to submit a charge to you for the amount of hours claimed and is also confirmation of your acceptance to our conditions of hire.

BELOW CONTENTS TO BE COMPLETED BY HOST EMPLOYER/CLIENT/SUPERVISOR ONLY

AUTHORISED NAME		AUTHORISED JOB TITLE	
AUTHORISED SIGNATURE		DATE	

TIMESHEET INSTRUCTIONS: Please complete the above document in full.
EMAIL ONLY TO: info@buildabilitygroup.com.au by Monday 11:00am. Timesheets that are sent to personal emails or mobile phones will not be considered as valid. Failure to do so may result in delays processing payments.