



2011-2012  
2012-2013

### Timesheet to be faxed before 10 AM MONDAY

Late timesheets will not be paid until following week

FAX: 07 3876 2090

PHONE: 07 3876 2202

MOBILE: 0400339926

Email : louis@keyshr.com

Employee Name \_\_\_\_\_

Week Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

	DATE	CLIENT CODE	ACTIVITY	SITE ADDRESS	START TIME	FINISH TIME	LUNCH	TOTAL HOURS WORKED	SUPERVISORS NAME	SUPERVISORS SIGNATURE
MON										
TUES										
WED										
THUR										
FRI										
SAT										
SUN										

**Supervisors** - By filling out the supervisor's name and signing, you take responsibility for all hours signed for. **Please ensure hours are in line with your site diary.**

**Workers** - Please ensure all fields on timesheet are filled out before obtaining signature daily, client code and address are to be the same as supplied on txt message. Total Hours are the hours you have worked on site less your lunch break. Giving misleading information will lead to instant dismissal.



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