

EMPLOY ME PTY LTD

AUSTRIAN CAPITAL TERRITORY | NEW SOUTH WALES
 DE VILLIERS: 0415 790 755 | PETER: 0420 899 872 | OFFICE PHONE / FAX: 02 6228 1140 | ABN: 66 164 786 985

TIMESHEET

State:	
--------	--

EMPLOYEE FULL NAME		WEEK STARTS ON MONDAY:
POSITION		WEEK ENDS ON SUNDAY:

ATTENTION! WITHOUT SUPERVISOR'S SIGNATURE PAYMENT WILL NOT BE PROCESSED **SUPERVISOR'S**

Day	Date	Start Time	Finish Time	Lunch (please tick)			Company Name	Suburb	Name	Signature
				Yes	No	Duration				
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

ATTENTION! Time sheets must be filled in by you and signed by your supervisor.
 All timesheets must reach (email) Employ Me office by **SUNDAY NIGHT** of the working week.
 Not sending time sheet on time will delay your payment until following week.
 All fields **MUST** be filled in.
 All pays are processed on Tuesday's.

To avoid delay with payment, time sheet **MUST** be EMAILED to accounts by **SUNDAY NIGHT** of the working week.

ACT: acttimesheets@employ-me.com.au
NSW: nswtimesheets@employ-me.com.au

- According to Australian fair work laws when 5 or more hours are worked in a given day the employee must take an unpaid 30min meal break
- If more than 5 hours of work is completed then 30 will be deducted even if no break is indicated
- More downloadable time sheets are available at (link at the top of the page): <http://www.labourhire-sydney.com.au/employee-information/>