

Timesheet for the week ending Sunday

Employee Name: John Smith Week ending: 01/09/2019  
 Position: Labourer Client Name: ACI  
 Supervisor Name: Barry Smith Site location: Melbourne



**Safety Check List: Please tick each box to confirm your site safety induction and sign below**

I have been inducted at this site    
  I have signed relevant site SWMS    
  I understand site emergency procedures  
 I have completed Pre-starts    
  I understand my job tasks    
  I know who is the site First Aid Officer  
 I am aware of the hazards on site    
  I know how to report incidents

Employee Signature John Smith

Make sure you have read and understood all site safety instructions

Timesheet **MUST** be emailed to [payroll@aci.com.au](mailto:payroll@aci.com.au) by 10am MONDAY morning.

Hours worked USE 24 Hour CLOCK EG. START 06.00 LUNCH BREAK .30 FINISH 17.30

Please ensure you put in a break and the correct hours Please note you must have a break

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
START TIME	7 : 00	7 : 00	7 : 00	:	:	:	:	
LENGTH OF BREAK	: 30	: 30	: 30	:	:	:	:	
FINISH TIME	3 : 30	3 : 30	3 : 30	:	:	:	:	
HOURS WORKED	8 : 00	8 : 00	8 : 00	:	:	:	:	24 :

Total hours worked

I confirm these hours are a correct record of the hours that I have worked. Your signature John Smith

Authority to Pay (completed by Company Representative)

Name Barry Smith

HOURS  
 I hereby certify the total hours worked are (total in words, not numbers)  
 Signature Barry Smith

Supervisor to sign off- if this is not done your pay can be delayed

As supervisor, I confirm that the hours above are correct for payment & invoicing and confirm they will not be disputed.  
**TIMESHEET MUST BE SIGNED DAILY BY SUPERVISOR OR WAGES WILL NOT BE PAID.**