



Employers of apprentices and trainees  
A.B.N. 66 010 643 866

P.O. Box 358, IPSWICH, Q. 4305  
TEL: (07) 3281 9822  
FAX: (07) 3202 1925

ORD. T ½ DT
ORD. T ½ DT RDO T/A

## TIME SHEET

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NAME		HOST TRAINER or COLLEGE	
TRADE	YEAR	WEEK ENDING	PAYROLL No.
	1    2    3    4		

### SPECIAL INSTRUCTIONS

1. Time Sheets are required to be at the office by 2:00pm Monday.
2. Incorrectly completed Time Sheets may delay payment of wages.
3. If you are absent from work for any reason you are required to phone **IMMEDIATELY**. Wages may not be paid if this office is not advised.

DAY	DATE	START TIME	START LUNCH	FIN. LUNCH	FIN. TIME	ORD HRS WRKD	O/T HRS WRKD	ALLOWANCES
S	/							
S	/							
M	/							
T	/							
W	/							
TH	/							
F	/							
TOTAL ORDINARY HOURS WORKED								MESSAGES
TOTAL OVERTIME HOURS WORKED								

I certify that the above information is correct.

I certify the above hours have been worked.  
I acknowledge that payment for these hours is due 7 days from date of invoice.

Employee

Host Trainer/Teacher

CHECKED	PAID	CHARGED
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White Copy - Payroll  
Yellow Copy - To Host Trainer/College  
Green Copy - Employee