

Phone: 02 8985 2019

Email: timesheets@hunterlabourhire.com.au

Address: 303/360 Oxford Street, Bondi Junction, NSW 2022 www.hunterlabourhire.com.au



Employee Name: _____

Employee Declaration: I certify that the details provided below are correct.

Employee Signature: _____ Date: _____

Client Notes: All grey sections of timesheets must be completed and signed by the site supervisor. Total billable hours is the amount of hours that will be charged to the client and paid to the employee.

Employee Notes: All white sections of timesheets must be completed by the employee. Please email to timesheets@hunterlabourhire.com.au Please ensure your timesheet is submitted by **10.00 am each Monday to avoid any delay in payment. Timesheets not signed by site supervisor may result in delay or non-payment of wages.**

Day:	Date: <i>Example</i> 20/11	Start: <i>Example</i> 07:00	End: <i>Example</i> 15:30	Break: (Mins)	Total Billable Hours	Client Name: <i>Name of company that you worked for</i>	Site Address:	Site Supervisor Name:	Site Supervisor Signature:	Feedback: <i>Rating 1-5 1= Very poor 5 = Very good</i>
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

I was asked to be on standby at Central Station from 6am on these days (tick):

Monday Tuesday Wednesday Thursday Friday

Phone: 02 8985 2019

Email: timesheets@hunterlabourhire.com.au

Address: 303/360 Oxford Street, Bondi Junction, NSW 2022 www.hunterlabourhire.com.au