Australian Scaffold & Access Pty Ltd

Employee Timesheet

Week	Dates
From:	
To:	

Employee Name	
Name:	
Classification:	MA000020: Building & Construction Award / MA000084: Storage Services & Wholesale Award

Day/ Date	Start Onsite ✔	Start Driver ✔	JOB #1	Hours	JOB #2	Hours	JOB #3	Hours	JOB #4	Hours	JOB #5	Hours	JOB #6	Hours	Meal	Sub Total	Total *office only*	Office use only: Travel Radial	Travel O/S Radial	OTHER	NT	LEAVE	OT1.5	OT2.0	MA	JOB
WED			Start time:										Finish time:		30 mins											SAL / SRV
THURS			Start time:										Finish time:		30 mins											SAL / SRV
FRI			Start time:										Finish time:		30 mins											SAL / SRV
SAT			Start time:										Finish time:													SAL / SRV
			** minimum for Sat/Sun overtime applies*																							
SUN			Start time:										Finish time:													SAL / SRV
MON			Start time:										Finish time:		30 mins											SAL / SRV
TUES			Start time:										Finish time:		30 mins											SAL / SRV

Other comment _____

Other comment _____

Other comment _____

Supervisor - Only

Any other allowances: *please circle & provide date*

Confined Space/ First Aid officer /LAFHA /Leave Loading /etc

Employee signature Date

Authorised by: (supervisor) Date