TRAINEE & APPRENTICE PLACEMENT SERVICE INC.

235 Glen Osmond Road FREWVILLE SA 5063

Phone: (08) 8433 1200 Fax: (08) 8433 1212 Email: info@tapssa.com.au Timesheet Mobile 0408 821 060

Signed: \_\_\_ (EMPLOYEE)



## WEEKLY TIME SHEET

lost Employer:								
Site:							W	/eek Ending://
	WED	THU	FRI	SAT	SUN	MON	TUE	TAPS TO COMPLETE
DATE								
TIME START								HOURS
MEAL BREAK								
TIME FINISH								
ORDINARY HOURS								
SICK LEAVE								
TAFE ATTENDANCE								
PUBLIC HOLIDAYS								
RDO								
ANNUAL LEAVE								
WORKCOVER								
INCLEMENT WEATHER								
OTHER LEAVE (PLEASE SPECIFY)								
COMMENTS					•			
OVERTIME X 1.5								
X 2.0								
FARES & TRAVEL								
MILEAGE								
MEALS								
BONUS								

TIME SHEET FRAUD WILL NOT BE TOLERATED: I hearby certify that the information as to hours worked and claimed are correct.