

THE APPRENTICE AND TRAINEESHIP COMPANY

A DIVISION OF GROUP TRAINING SOUTH WEST INC

PAY ENQUIRIES PHONE (08) 9729 6655 - FREE CALL 1800 627 188 - FAX (08) 9791 3328

payroll@gtsw.com.au

or FAX (08) 9721 6837

WEEK ENDING

APPRENTICE/TRAINEE

COMPANY PHONE

THIS SECTION IS TO BE COMPLETED IN HOURS AND TENTHS OF HOURS

Day and Date	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Office Use TOTAL HOURS
Time Start								
Time Finished								
Normal Hours								
Time and a Half								
Double Time								
Lunch Break								
Training Attendance								
RDO								
Personal (Sick)								
Public Holiday								
Annual Leave								
Leave Without Pay								
Worker's Comp								
Other								

ALLOWANCES

Travel									

I certify that the above information is correct

Host Employer's Representative Date

Apprentice/Trainee Date

This timesheet will be used for wage calculations and account documentation purposes

DISTRIBUTION	
G.T.S.W PO Box 6051 Sth Bunbury	<i>Original</i>
Host Employer to Retain	<i>Blue Copy</i>
Apprentice / Trainee to Retain	<i>Pink Copy</i>