



TIMESHEET

Pay Enquires

PH: (08) 9729 6666

Email: payroll@gtsw.com.au

Week Ending

Apprentice/Trainee.....

Host Employer.....

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

Day and Date	WED	THUR	FRI	SAT	SUN	MON	TUES	Office Use TOTAL HOURS
Start Time								
Finished Time								
Normal Hours								
Time and a Half								
Double Time								
Lunch Break								
Training Attendance								
RDO								
Personal (Sick)								
Public Holiday								
Annual Leave								
Leave Without Pay								
Workers Comp								
Other.....								

ALLOWANCES

Travel								

I certify that the above information is correct

Host Employers Representative _____ Date . _____

Apprentice/Trainee _____ Date _____

Note: Timesheets must be received by payroll before 9.00am every Wednesday