

TIMESHEETS MUST BE SIGNED AND SUBMITTED TO timesheets@melrec.com.au BY 10AM MONDAY TO ENSURE NO DELAY IN PAYMENT. IT IS YOUR RESPONSIBILITY TO GET YOUR TIMESHEET APPROVED BY A SUPERVISOR

CANDIDATE NAME: _____

WEEK ENDING (SUNDAY): _____

HOST EMPLOYER: _____

SITE ADDRESS: _____

DAY	DATE	START TIME (7:00am)	BREAK (E.g. 30 mins)	FINISH TIME (3:30pm)	TOTAL HOURS WORKED	Supervisor Name	Job / Team Number
MONDAY			Y / N				
TUESDAY			Y / N				
WEDNESDAY			Y / N				
THURSDAY			Y / N				
FRIDAY			Y / N				
SATURDAY			Y / N				
SUNDAY			Y / N				

SUPERVISOR AUTHORISATION – I confirm that I am authorised to approve the above hours. I acknowledge the TOTAL HOURS paid to the candidate will be charged at the agreed rates stated in Melrec/QueRec’s Terms & Conditions of Business.

Print Name	Position
Signature	Date

Important Notes regarding your timesheet

One timesheet is to be filled out per Host Employer and ***MUST*** be signed by a supervisor. ***UNSIGNED TIMESHEETS*** will not be accepted by our payroll and ***WILL NOT BE PROCESSED TO BE PAID.***

If the break field is left blank a 30 min break will be deducted, if you do not have a break this must be recorded on your timesheet.

EMPLOYEE AUTHORISATION – I hereby certify the hours stated are true and correct. I understand the consequences of providing false information. I also confirm no injury, near-miss or accident occurred to me whilst working for the Host Employer.

Signature
Date

OFFICE USE ONLY

Total Ordinary Hours		Overtime 1	
Overtime 2		TOTAL HOURS PAID	