

TIMESHEETS MUST BE SIGNED AND SUBMITTED TO
timesheets@magroup.org BY **12PM MONDAY** TO ENSURE NO DELAY
 IN PAYMENT. IT IS YOUR RESPONSIBILITY TO GET YOUR
 TIMESHEET APPROVED BY A SUPERVISOR



MAG
 Supporting Your Future

MAG TIMESHEET

Apprentice Name _____

Week Ending (Sunday) _____

HOST EMPLOYER _____

Site Address: _____

DAY	DATE	ACTIVITY CODE	START TIME (7:00am)	BREAK (E.g. 30 mins)	FINISH TIME (3:30pm)	TOTAL HOURS	COMMENTS	SUPERVISORS INITIAL
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

ACTIVITY CODE	
Worked	WD
Trade School	TS
Annual Leave	AL
Personal Leave	PL
Public Holiday	PH
Rostered Day Off	RDO
Inclement Weather	IW
Unplaced	UP
Downtime (Unpaid)	DUP

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

Signature	
Date	

SUPERVISOR AUTHORISATION – I confirm that I am authorised to approve the above hours. I acknowledge the TOTAL HOURS paid to the apprentice will be charged at the agreed rates stated in MAG's Terms & Conditions.

Print Name	A Grade Licence No.
Signature	Date

OFFICE
USE ONLY

Total Ordinary Hours	
Time & ½	
Double Time	
Trade School	
RDO/Leave	
TOTAL HOURS PAID	
Travel Allowance	
Start/Finish on site	
Meal Allowance	