TIMESHEET – WEDNESDAY TO TUESDAY

ALL TIMESHEETS MUST BE SUBMITTED BY 9:00AM (EST) EVERY WEDNESDAY TO PAYROLL@LABOURLAB.COM.AU

CANDIDATE NAME:	**POSITION:**
CLIENT NAME:	**WEEKENDING:**
JOB NUMBER:	**LOCATION:**
WORKSHOP/SITE: WORKSHOP: ☐ SITE: ☐	

DATE		TIME IN:	TIME OUT:	UNPAID BREAKS:	ALLOWANCES:	TOTAL HOURS:	CLIENT/SUPERVISOR NAME	CLIENT/SUPERVISOR SIGNATURE
WED	/ /							
THUR	/ /							
FRI	/ /							
SAT	/ /							
SUN	/ /							
MON	/ /							
TUES	/ /							

CLIENT/SUPERVISOR AUTHORISATION: I certify that the details shown above are correct and that the work performed in a satisfactory manner.

CANDIDATE AUTHORISATION: I hereby certify that all the details shown above on this timesheet are true and accurate.
I understand that my wages will be credited to my account on receipt of this timesheet submitted by the cut off time and signed by authorised personnel of the above mentioned client subject to verification through client's internal verification/validation process.

CANDIDATE SIGNATURE: _____ **DATE:** _____

PLEASE NOTE: IT IS <u>YOUR</u> RESPONSIBILITY TO SUBMIT YOUR CORRECTLY COMPLETED AND SIGNED TIMESHEET TO LABOUR LAB FOR PROCESSING.
ANY EMPLOYEE WHO FAILS TO SUBMIT A TIMESHEET BY THE CUT OFF TIME WILL NOT BE PAID UNTIL THE FOLLOWING PAY WEEK.

BY SIGNING THIS TIMESHEET YOU ARE AGREEING TO THE CONDITIONS STATED IN OUR TIMESHEET POLICY.
THIS POLICY IS FOUND ON OUR WEBSITE: WWW.LABOURLAB.COM.AU/TIMESHEETPOLICY