



Ph: 0491 200 923
 W: www.ajsafeworking.com.au
 E: timesheets@ajsafeworking.com.au
 ABN: 49 627 809 143

EMPLOYEE TIMESHEET

| | | | |
|-----------------------------|--|-----------------------------------|--|
| Employee Name: | | Client (Company) Name: | |
| Employee Contact Number: | | Assignment Description: | |
| Week Ending (Sunday): | | Assignment Location: | |
| Safeworking Classification: | | Purchase Order # (If Applicable): | |

Office Use Only

| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | | |
|----------------------------|--------|---------|-----------|----------|--------|----------|--------|--|--|--|
| Date: | | | | | | | | | | |
| Shift Start: | | | | | | | | | | |
| Meal Break: | | | | | | | | | | |
| Shift Finish: | | | | | | | | | | |
| Total Hours: | | | | | | | | | | |
| Shift Over 12hrs: (Circle) | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | | | |

| Total Daily Hours | | | | | | | | Units | Rate | Value |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|------|-------|
| Time | A | | | | | | | | | |
| | B | | | | | | | | | |
| | C | | | | | | | | | |
| | D | | | | | | | | | |
| | E | | | | | | | | | |
| Allowances | | | | | | | | Units | Rate | Value |
| Travel Hrs: | | | | | | | | | | |
| Travel (KMs): | | | | | | | | | | |
| Car Allowance: | <input type="checkbox"/> | | | |
| LAHA: | <input type="checkbox"/> | | | |
| Client Paid LAHA: | <input type="checkbox"/> | | | |
| Phone Allowance: | <input type="checkbox"/> | | | |

A = Normal time B = Time/Half C = Double Time D = Public Holiday E = Night Shift

| | | | |
|---------------------|--|-------------------|--|
| Employee Name: | | Client Name: | |
| Employee Signature: | | Client Signature: | |
| Date Signed: | | Client Contact#: | |

Send time note to AJ Safeworking PTY LTD Office at timesheets@ajsafeworking.com.au

[Must Be Ticked] I declare that the above hours worked are true and correct to the best of my knowledge.

Timesheets must be received by the AJ Safeworking Pty Ltd office before 11:30 AEST Monday.

Employees are to follow up with a text message to ensure AJ Safeworking Pty Ltd has received all documentation to assist with payment of wages. Failure to do so may result in delays with payment of your wage.