# TIME SHEET

To avoid delay with payment, time sheet MUST be EMAILED (timesheets@edwaylabourhire.com.au) by SUNDAY NIGHT of the working week. Subject heading for the email must be "Your Name" Time Sheet eg. John Smith Time Sheet. When your Time Sheet is received you will receive an automatically generated confirmation.

PLEASE NOTE: Time Sheet is a legal document! Any attempts to fake (forge) supervisor signature or alter start and finish time after time sheet is signed, will be considered a fraud and will be reported to Police and you will be IMMEDIATELY DISMISSED

EDWAY LABOUR HIRE
ABN: 37 127 531 186
www.edwaylabourhire.com.au
1300 663 350

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ***EMPLOYEE FULL NAME:** | | | | | | | | ***WEEK STARTS ON MONDAY: _____ /_____/201____** | | |
| ***POSITION:** | | | | | | | | ***WEEK ENDS ON SUNDAY: _____ /_____/201____** | | |
| **Attention! Without supervisor's signature payment will not be processed** | | | | | | | | | **Supervisor's** | |
| ***Day** | ***Date** | ***Start Time** | ***Finish Time** | ***Lunch, Please tick ✓ and put duration** | | | ***Company where you worked** | ***SUBURB** | ***Name** | ***Signature** |
| | | | | **Yes** | **No** | **How Long** | | | | |
| **Mon** | | | | | | | | | | |
| **Tue** | | | | | | | | | | |
| **Wed** | | | | | | | | | | |
| **Thu** | | | | | | | | | | |
| **Fri** | | | | | | | | | | |
| **Sat** | | | | | | | | | | |
| **Sun** | | | | | | | | | | |
| **ATTENTION!** | Time Sheet must be filled in by you and signed by your Supervisor! It **MUST be FULLY COMPLETED** and **EASY TO READ**<br>All Time Sheets must be sent to Edway office by **SUNDAY NIGHT** of the working week.<br>Not sending Time Sheet on time will delay your payment until following week.<br>Fields marked with * MUST be filled in. | | | | | | | | | |


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