



TIMESHEET

PLEASE ENSURE WE RECEIVE THIS TIMESHEET BY 9:00AM MONDAY
Fax: 08 9316 4150 Email: reddirt@reddirt.com.au

Employee Name:	
Company Name:	
Location:	
Week Ending:	

Are you on an hourly/daily rate:	Hourly: <input type="checkbox"/>	Daily: <input type="checkbox"/>
---	---	--

	Date	Start	Finish	Total Hours	Total Days	Comment
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours/Days Worked for Week						

Please tick if applicable:

R & R From: _____ **To:** _____
 Contract Finished: _____ **(Date)**

It is the Employee's responsibility to ensure timesheets are sent in on time each week

Employee Signature:	
----------------------------	--

Company Authorisation: *I verify the hours stated are correct and the work has been performed in a satisfactory manner.*

Company Supervisor Signature:	
Company Supervisor (Printed Name)	

Thank you for using Red Dirt Personnel Group.