



## **TIMESHEET**

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

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Company Name:</b>  |  |
| <b>Location:</b>      |  |
| <b>Week Ending:</b>   |  |

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

|   | Date | Start | Finish | Total Hours | Total Days | Comment |
|---|------|-------|--------|-------------|------------|---------|
| <b>Monday</b>                           |      |       |        |             |            |         |
| <b>Tuesday</b>                          |      |       |        |             |            |         |
| <b>Wednesday</b>                        |      |       |        |             |            |         |
| <b>Thursday</b>                         |      |       |        |             |            |         |
| <b>Friday</b>                           |      |       |        |             |            |         |
| <b>Saturday</b>                         |      |       |        |             |            |         |
| <b>Sunday</b>                           |      |       |        |             |            |         |
| <b>Total Hours/Days Worked for Week</b> |      |       |        |             |            |         |

*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*

|                            |  |
|----------------------------|--|
| <b>Employee Signature:</b> |  |
|----------------------------|--|

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

|  |  |
|--|--|
| <b>Company Supervisor Signature:</b>     |  |
| <b>Company Supervisor (Printed Name)</b> |  |

*Thank you for using Red Dirt Personnel Group.*