



ABN 65 603 664 777

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19 Roseby St, Drummoyne NSW 2047
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P 1300 080 080 | F 02 9719 1473
E timesheets@summitr.com.au

EMPLOYEE NOTE: I hereby declare that this timesheet is accurate and understand that fraudulent submission of timesheets is illegal and grounds for instant dismissal.
You are required by law to report any onsite incidents, accidents or near misses as per WHS Act 2011

Week Ending Date / / Client Name Project

Employee Name Site Address

Employee Surname Supervisor Name

Employee Signature Supervisor Mobile

Table with 10 columns: DAY, DATE, START TIME, MEAL BREAK, INCREMENT HOURS, FINISH TIME, TOTAL, DESCRIPTION OF WORK, PRINT CLIENT NAME, CLIENT SIGNATURE. Rows for MON, TUE, WED, THU, FRI, SAT, SUN.

Notes

TOTAL HRS

IMPORTANT

TIMESHEETS WILL NOT BE PROCESSED UNLESS SIGNED BY CLIENT.
ALL TIMESHEETS TO BE EMAILED/FAXED TO PAYROLL
NO LATER THAN MONDAY 10 AM.



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