



ABN 65 603 664 777

Office 8, Building 6, 2404 Logan Road,  
Eight Mile Plains QLD 4113

PO Box 243 Drummoyne NSW 1470

P (07) 3118 1787

E timesheetsqld@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

DAY	DATE	START TIME	MEAL BREAK	INCLEMENT HOURS	FINISH TIME	TOTAL	DESCRIPTION OF WORK	PRINT CLIENT NAME	CLIENT SIGNATURE
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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