



# Staff Australia

MAKING PEOPLE OUR BUSINESS

## INDIVIDUAL TIMESHEET

Site Name:		Supervisor's Name:	
Site Address:		Supervisor's Signature:	
Phone:		Fax:	
		Weekending:	

Employee Details			Allowances											
			Date	Start Time	Finish Time	Meal Break	Total Hours	Normal Time	Time + 1/2	Double Time	Shift D/A/N	Meal	DG	CH
Surname:		Mon												
First Name:		Tue												
Position:		Wed												
Level:		Thu												
Comments:		Fri												
		Sat												
		Sun												

Please fax to Staff Australia Payroll Department by Monday 10am on: 03 9359 3966 or  
email: [melb.north@staffaus.com.au](mailto:melb.north@staffaus.com.au)