

INDIVIDUAL TIMESHEET

Site Name:		Supervisor's Name:	
Site Address:		Supervisor's Signature:	
Weekending:		Date:	

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

All timesheets must be sent to the appropriate Staff Australia Payroll Department by Monday 10am to avoid delays in processing

Hallam VIC: multimesheets@staffaus.com.au

Keilor VIC: timesheets@staffaus.com.au

NSW: nswtimesheets@staffaus.com.au

QLD: qldtimesheets@staffaus.com.au

WA: perthtimesheets@staffaus.com.au