

Murraylands Training & Employment

Association of South Australia Inc.

6 Seventh Street, Murray Bridge SA 5253

Ph : (08) 8531 1733

Fax : (08) 8531 0474

ABN : 16 762 214 557



Please mark X in the appropriate classification

TRAINEE

APPRENTICE

SCHOOL BASED

LABOUR HIRE

FULL TIME

EMPLOYEE'S NAME: _____ DATE: _____

HOST EMPLOYER: _____ WEEK ENDING: _____

ORDINARY HOURS (Excluding Overtime)						OVERTIME					LEAVE	
DAY & DATE	START TIME e.g 8.30am	BREAK UNPAID e.g meal	RESTART TIME	FINISH TIME	TOTAL Hours minus unpaid breaks	START TIME	FINISH TIME	TOTAL Hours minus unpaid breaks	OFFICE USE ONLY Hours @1.5	OFFICE USE ONLY Hours @2	TYPE E.G Sick Leave / Annual	HOURS
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
SUNDAY												
MONDAY												
TUESDAY												
					TOTAL			TOTAL			TOTAL	

COMMENTS:

EMPLOYEE'S SIGNATURE: _____ HOST EMPLOYER'S SIGNATURE: _____ DATE: _____

******NO TIMESHEET.....NO PAY******

**FAX 8531 0474 OR DELIVER TIMESHEET BY END OF BUSINESS TUESDAY
NO LATER THAN 10.00am WEDNESDAY.....**

MEDICAL CERTIFICATES MUST BE SUPPLIED TO COVER SICK LEAVE

MT&E Office
Use Only