

Please print this timesheet. Complete and have it signed by your supervisor. Either fax back to 9091 8883 or scan and email to timesheets@miningpeople.com.au by 10am Monday.

Contractor name: _____

Company name: _____

Location: _____

Supervisor's name: _____

Supervisor's signature: _____

WAGES CANNOT BE PAID WITHOUT A CLIENT'S SIGNATURE ON THE TIMESHEET

Contract finished: Yes No Date: _____

R & R: from: _____ to: _____

TIMESHEET:

Day	Date	Start	Finish	Travel	Lunch breaks	Total hours/day	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
						TOTAL HOURS/DAYS	

Email to: timesheets@miningpeople.com.au

1. Please deduct lunch breaks if required.
2. Make sure full name is filled in.
3. Have your supervisor sign the timesheet.

FULLY COMPLETED TIMESHEETS ARE THE RESPONSIBILITY OF THE CONTRACTOR/EMPLOYEE.

Additional Notes
