

Please print this timesheet. Complete and have it signed by your supervisor. Either fax back to (08) 9426 1599 or scan and email to payroll@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						

**Email to: payroll@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.

**TOTAL  
HOURS/  
DAYS**

**Additional Notes**

\_\_\_\_\_