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Office Use Only

MOMENTUM CONSULTING GROUP PTY LTD - TIMESHEET

FAX: MELBOURNE (03) 9923 6145

(NOTE: TIMESHEETS WILL NOT BE ACCEPTED BY PAYROLL IF THEY ARE SENT IN PHOTO FORMAT, ONLY TIMESHEETS VIA FAX, SCAN OR THE ORIGINAL WILL BE ACCEPTED)

Employee Name: (Print Clearly) [1 timesheet per site]					Company:			Cost Centre/Location: [1 timesheet per site]				
Position:					Weekending:			Overtime Approved: YES NO				
Day	Date	Start Time	Unpaid Break/s	Finish Time	Total Hrs	Site Supervisors Signature	Site Supervisor Name	NT	1.5	2.0	A/Noon Shift	Night Shift
<i>Example</i>	<i>1708</i>	<i>0800</i>	<i>0030</i>	<i>1700</i>	<i>0830</i>			==== PAYROLL USE ONLY ====				
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Total												

Casual/Temporary Signature

I state that the hours above are true and correct.

Please note: Payment of wages **will** be delayed if:
Timesheets are not signed by the casual and supervisor/s
Timesheets are not received by Momentum **No later than 9am Monday**

Client Disclaimer:

- Approval of this time sheet is deemed authorisation of the hours worked for invoicing purposes and of the client's continued acceptance of Momentum Consulting Group Pty Ltd's Terms of Business.
- Approval of this timesheet is deemed that WH&S Legislative compliance has been met including WH&S Site Induction, Incident and Accident Reporting and WH&S Consultation with Momentum casual employees.