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Office Use Only

MOMENTUM CONSULTING GROUP PTY LTD – TIMESHEET
FAX: SYDNEY (02) 9267 1583 OR FAX: PARRAMATTA/LIVERPOOL (02) 9633 1175

(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 **before 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 Standard 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.