***Timesheet*** *Fax: 3881 2922*



***Timesheets must be received each Monday by 12.00pm (Midday)***

*Email:* [*payroll@ogt.com.au*](mailto:payroll@ogt.com.au) *Enquires: 3881 2992*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***EMPLOYEE DETAILS***

***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week ending Sunday: \_\_\_/\_\_\_/\_\_\_\_***

***Host Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My ID Number: \_\_/\_\_/\_\_/\_\_/\_\_/***

***Trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***DATE*** | ***JOB LOCATION*** | ***START*** | ***LUNCH*** | ***FINISH*** | ***HOURS WORKED*** | ***COMMENTS/ALLOWANCES*** |
| ***MON***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***TUES***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***WED***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***THURS***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***FRI***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***SAT***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |
| ***SUN***  *\_\_\_/\_\_\_* |  | *AM*  ***:***  *PM* | *MINS* | *AM*  ***:***  *PM* | ***:***  *HRS MIN* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***MY USUAL WORK PATERN IS:***  ***7.6 x 5 days / 8888 plus 6 combo / 9.5 x 4 days*** | ***TOTAL HOURS WORKED*** | ***:***  ***HRS MIN*** | ***IF WORKED UNDER 38 HOURS PLEASE WRITE THE REASON ABOVE*** |

***Any change of details*** *(e.g. new phone number, address, bank account details)*

***Declaration by Employee****. I certify that this timesheet is a true and accurate record of my hours worked this week. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Host Employer Authorisation****…Please complete all fields*

*Name of the person authorising timesheet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_*

***Please fax or email to OGT. The host employer is advised to keep a copy for their records!***