ATEC Group Training Apprentice Timesheet (Please note: Payroll direct phone line 08 8444 2537 or mobile 0400 750 114)

email to **payroll@atec.asn.au** or fax your SIGNED timesheet to ATEC Payroll on **08 8447 4311** by **8.30am** on the Monday after the payroll fortnight end date

ATEC Group Training

Number & Name _____ Award **Electrical, Electronic and communications Contracting 2010**

Location/Host _____ Work Pattern *

Pay Period _____ to _____ Pay Day _____

Spare ATEC Timesheets are available on www.atec.asn.au/group-training/apprentice-information/time-sheet

(1) Hours Worked for Host Employer														(2) Other Hours Claimed										(EE&CC) Allowances				
*Employee's ordinary hours: hours mins per week/fortnight Please advise if on Rostered Day Off System								Overtime/Shift Penalty **please note, minimum engagement Saturday & Sunday = 4 hours																Travel Allowances				
Day	Date	Start time* ie 8.30am	Break unpaid* Start break ie 12pm	Break unpaid* End break ie 1.30pm	Finish time* ie 5pm	Total (Hours minus unpaid breaks)	RDO Accrued (only complete if on RDO system)	Start time (e.g 5pm)	Finish time (eg 7.30pm)	T1/2 1st 2 hours	2T	Shift 50%	Shift 100%	Leave No Pay 14	RDO Taken 16	P/Hol - Not Worked 13	RDO Accrual NC 30	Off The Job 31	Annual Leave 35	Personal Leave 6 9	Other Ordinary 39	Modified Duties 34	WorkCover 26-28	Travel Time 15 mins A015	Job Site Allowance A022	Time Travel A023	Time Travel NC A043	Other A044
Mon																												
Tues																												
Wed																												
Thurs																												
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Employee Signature _____ **Date** _____

I certify that the details on this form are correct and all annual/sick leave forms have been submitted. This is an official document. False representation will incur disciplinary action.

Host Signature _____ **Date** _____

Supervisors: Authorisation of this timesheet signifies your agreement with the hours listed above, and acceptance of the corresponding invoice for wage charges. ** Overtime on unsigned timesheets will be paid the following pay cycle

Comments/ Requests: _____

Host , Please Print Name _____