

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 9.30am on the Monday after the payroll fortnight end date



Number & Name _____

Award _____

Manufacturing and Associated Industries and Occupations Award

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

Day	Date	Employee's ordinary hours:		Start time*	Break unpaid*	End break	Finish time*	Total	RDO Accrued	Start time	Finish time	T1/2	2T	Shift 50%	Shift 100%	(2) Other Hours Claimed										Other													
		hours	mins per week/fortnight													Leave No Pay	RDO Taken	P/Hot - Not Worked	RDO Accrual NC	Off The Job	Annual Leave	Personal Leave	Other Ordinary	Modified Duties	WorkCover		Comments												
Mon				ie 8.30am	ie 12pm	ie 1.30pm	ie 5pm	(hours minus unpaid breaks)	(only complete if on RDO system)	(eg. 5pm)	(eg. 7.30pm)	1st 3 hours					14	16	13	30	31	35	6	9	34	26-28		A044											
Tues																																							
Wed																																							
Thurs																																							
Fri																																							
Sat																																							
Sun																																							
Sub Tot																																							
Mon																																							
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Fri																																							
Sat																																							
Sun																																							
Sub Tot																																							
F/N Total																																							

Employee Signature _____

Date _____

Host 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.

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 _____