

# ATEC Group Training Apprentice Timesheet

email to [payroll@atec.asn.au](mailto: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



Number & Name \_\_\_\_\_

Location/Host \_\_\_\_\_

Pay Period \_\_\_\_\_

to \_\_\_\_\_

Pay Day \_\_\_\_\_

Award \_\_\_\_\_

Work Pattern \*

Clerks Private Sector Award

## Spare ATEC Timesheets are available on

[www.atec.asn.au/group-training/apprentice-information/time-sheet](http://www.atec.asn.au/group-training/apprentice-information/time-sheet)

*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 = 4 hours & Sunday/Pub Hols = 3 hours		(2) Other Hours Claimed																		
Day	Date	Start time* ie 8.30am to 12pm	Break unpaid* Start break to 12pm	End break to 1.30pm	Finish time*	Total (Hours minus unpaid breaks)	RDO Accrued (only complete if on RDO system)	Start time (e.g. 5pm)	Finish time (e.g. 7.30pm)	T1/2 1st 3 hours	2T	Shift 50%	Shift 100%	Leaves No Pay	RDO Taken	P/Hol - Not Worked	RDO Accrued NC	Off The Job	Annual Leave	Personal Leave	Other Ordinary	Modified Duties	WorkCover	Comments	Other A044	
														14	16	13	30	31	35	6 9	39	34	26-28			
Mon																										
Tues																										
Wed																										
Thurs																										
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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 \_\_\_\_\_