

Manual Timesheet

Week ending dd mm yy
 / / 20

Client/Company

Living away from home allowance (no. of days)

First name

Surname

Meal allowance (no. of days)

Date	Shift status (tick shift status)		Start time (24-hour time)	End time (24-hour time)	Total hours (Hours & mins)	Date	Shift status (tick shift status)		Start time (24-hour time)	End time (24-hour time)	Total hours (Hours & mins)
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
/	Shift	Rest	:	:	:	/	Shift	Rest	:	:	:
Total hours and minutes worked					:	Total hours and minutes worked					:

AUTHORISATION

We certify that the hours stated on this timesheet are true and correct and that the work produced was to satisfaction and in line with the expectations of Trojan Recruitment Group.

Employee name

Supervisor name

Employee signature

Supervisor signature

IMPORTANT INFORMATION

- Please EMAIL your timesheet by the designated time to nswrail-payroll@trojanrecruit.com.au
- Cut off time is Monday 8am (fortnightly)
- Start and end times must be in 24-hour format
- Tick the shift status to indicate actual shift or rest/barrack so we can calculate your rest allowances and meals accurately
- Please note that incomplete, illegible or unsigned timesheets will be returned
- Please check this timesheet carefully as your supervisors signature is our authority to invoice total hours and allowances