



4th floor, Flinders Building, 182 Bay Terrace, Wynnum 4178
 PO Box 209 Wynnum QLD 4178
 Email: accounts@jobconnect.com.au

PH: 3396 3811
FAX: 3396 3711

TIMESHEET

Week Ending (Sunday or Tuesday) : / /

EMPLOYEE _____

COMPANY _____

SITE _____

Notes to Employees :

This timesheet should be filled in daily and it is YOUR responsibility to have it signed and returned to Job Connect prior to 10am Monday.

We cannot make payment without the signature of the client approved supervisor in the space below

Day	Date	Start	Finish	Break	Total	Shift	ORD	T1/2	DT	Sign
Mon	/ /									
Tues	/ /									
Wed	/ /									
Thurs	/ /									
Fri	/ /									
Sat	/ /									
Sun	/ /									

Office use only

Total										
-------	--	--	--	--	--	--	--	--	--	--

Job Continuing Y / N

Job Will Complete Date: / /

I / We verify that the details of attendance stated are correct and that the employees work has been satisfactory. We confirm our agreement to Job Connects terms and conditions of business and undertake to pay your account in accordance with such terms, of which we received a copy

 EMPLOYEE SIGNATURE

 CLIENT AUTHORISED SIGNATURE