

Apprenticepower

Time Sheet

Note: enter details in **black pen**

phone: 9622-5419

Apprentice/Trainee name: _____

Apprentice Host _____ **phone:** _____

Week ending date _____

	MON	TUES	WED	THURS	FRI	SAT	SUN	Total Hours
Working Day								
hours worked Start								
Finish								
Where were you? (tick box below)								
Work								
RTO / TAFE								
Sick Leave								
Public holiday								
RDO taken								
Annual Leave								
other - please specify								
Overtime hours								

Must be signed by both Host and Apprentice otherwise invalid

Add allowances

signed apprentice _____ \$ _____

signed company _____ \$ _____

print name _____

Time Sheets are a legal document and falsifying hours or supervisor's signature is a fraudulent offence.

Please fax to Apprenticepower before 12 noon

Fax number: 9831-3849

Retain original for your records.

OFFICE USE ONLY

Date :								
Total hrs worked								
Less Lunch								
RDO accrual								
Actual Hours								
Sick Leave								
Public Holiday								
RDO Taken								
Annual Leave								