

**ULTRO CONSTRUCTION RECRUITMENT PTY LTD - TIMESHEET**

(NOTE: TIMESHEETS WILL BE ACCEPTED BY PAYROLL IF THEY ARE SENT IN PHOTO FORMAT, VIA EMAIL, SCANNED OR THE ORIGINAL ONLY)



|   |  |  |
|---|--|--|
| Employee Name: (Print Clearly) [1 timesheet per site] | Company/ Client: (If more than 1 client use tab below) | Address/Location: [If more than 1 address use tab below] |
|---|--|--|

|           |             |                           |
|-----------|-------------|---------------------------|
| Position: | Weekending: | Overtime Approved: YES NO |
|-----------|-------------|---------------------------|

| Day       | Date       | Site Address 123 | Client ABC | Start Time | Unpaid Break/s | Finish Time | Total Hrs | Site Supervisors | Site Supervisor | NT | 1.5  | 2                | A/Noon Shift | Night Shift |
|-----------|------------|------------------|------------|------------|----------------|-------------|-----------|------------------|-----------------|----|------|------------------|--------------|-------------|
| Example   | 17/03/2016 | Adams Street     | Building   | 0 8 0 0    | 0 0 3 0        | 1 7 0 0     | 0 8 3 0   | Signature        | Name            |    |      |                  |              |             |
| Monday    |            |                  |            |            |                |             |           |                  |                 |    | ==== | PAYROLL USE ONLY | ====         |             |
| Tuesday   |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Wednesday |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Thursday  |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Friday    |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Saturday  |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Sunday    |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |
| Total     |            |                  |            |            |                |             |           |                  |                 |    |      |                  |              |             |

Casual/Temporary Signature: I state that the hours above are true and correct.

Please note: Payment of wages will be delayed if: - Timesheets are not signed by the casual and supervisor/s  
 - Timesheets are not to be received by Ultron Construction Recruitment No later than 9am Monday - Payments are made in arrears by no later than 5pm the following Friday (Unless this day is a Public Holiday payment day will be advised) Client Disclaimer:  
 • Approval of this time sheet is deemed authorisation of the hours worked for invoicing purposes and of the client's continued acceptance of Ultron Construction Recruitment Pty Ltd •  
 Approval of this timesheet is deemed that WH&S Legislative compliance has been met including WH&S Site Induction, Incident and Accident Reporting and WH&S Consultation with

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's Terms of Business.  
 th Ultron casual employees.

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Office Use Only  
 (OFFICE USE ONLY)

