



DSC Personnel : Level 1, 231 Victoria Road Rydalmere NSW 2116 (02 9638 7666)

Complete and email back to timesheets@dscpersonnel.com.au by Close of Business Friday

DATE: / /	EMPLOYEE TIME SHEET	
-------------------------	----------------------------	--

Client:	Site:	Report to:
Commencement Date:/...../.....20.....	Week Ended:...../...../.....20.....	Shift:..... Start Time:Finish Time:

Hours Actually Worked or Agreed to

EMPLOYEE NAME:		Start Time	Finish Time	Lunch YES / NO	Signature of Client Supervisor
	Monday Date:.....				
	Tuesday Date:.....				
	Wednesday Date:.....				
	Thursday Date:.....				
	Friday Date:.....				
	Saturday Date:.....				
	Sunday Date:.....				

<p>TO BE COMPLETED BY CLIENT: I certify that the hours shown above have been satisfactorily worked and accept that this Time Sheet will form the basis for an invoice which will be paid on receipt.</p> <p>Comments: _____ _____ _____</p>	<p>WORKPLACE / JOB SITE INDUCTION Please complete at each job site and acknowledge the below has been completed onsite:</p> <ul style="list-style-type: none"> • Workplace/Site Induction Provided • Task Specific Training Provided • Initial Tasks Supervised • Work Method/JSA Provided 	<p>SUPERVISOR NAME:.....</p> <p>SIGNED:</p> <p>POSITION:</p>
<p>Employee Signature: _____</p>		