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MOMENTUM CONSULTING GROUP PTY LTD – TIMESHEET

Office Use Only

FAX: MELBOURNE (03) 9923 6145

(NOTE: TIMESHEETS WILL NOT BE ACCEPTED BY PAYROLL IF THEY ARE SENT IN PHOTO FORMAT, ONLY TIMESHEETS VIA FAX, SCAN OR THE ORIGINAL WILL BE ACCEPTED)

EMPLOYEE NAME: (PRINT CLEARLY) [1 TIMESHEET PER SITE]					COMPANY:			COST CENTRE/LOCATION: [1 TIMESHEET PER SITE]				
POSITION:					WEEKENDING:			OVERTIME APPROVED:				
								YES		NO		
DAY	DATE	START TIME	UNPAID BREAK/S	FINISH TIME	TOTAL HRS	SITE SUPERVISORS SIGNATURE	SITE SUPERVISOR NAME	NT	1.5	2.0	A/Noon Shift	Night Shift
Example	1708	0800	0030	1700	0830							
==== PAYROLL USE ONLY ====												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												
SUNDAY												
TOTAL												

PLEASE NOTE – PAYROLL WILL BE DELAYED IF:

- The Host Employer has not signed each day in the relevant area
- The timesheet is submitted after 10am on the due date
- The timesheet is in a photo format and not the acceptable format

CASUAL SIGNATURE: _____

Momentum will pay you for the hours worked. Your hourly rate of pay will include the relevant casual loading. The casual loading is paid on top of the base rate of pay to cover the benefits that you do not receive as a Casual, including personal leave, annual leave, carers leave, family and domestic violence leave and community service leave.

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 Momentum Consulting Group Pty Ltd's Terms of Business.
- 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 Momentum casual employees.