



Week Ended Thursday:    /    /

Date		Time Started	Time Finished	Less Lunch	TOTAL Hrs : Min	
FRIDAY	/ /					
SATURDAY	/ /					
SUNDAY	/ /					
MONDAY	/ /					
TUESDAY	/ /					
WEDNESDAY	/ /					
THURSDAY	/ /					

OFFICE USE ONLY	
Normal	:
Time & Half	:
Double Time	:
Total Hours	
Total Days	

**TO BE PAID CORRECTLY YOUR TIMESHEET MUST BE TOTALLED**

**Employee:**

This declaration is stating the above hours worked are true and correct.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Client Authorisation:**

This is a declaration that the signatory below has the authority to countersign this document and approve payment of wages for the above employee for the hours stated.

Company: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**PLEASE NOTE:**

- Please complete, sign and fax your authorised timesheet to Front-Line Resources Management on **02 9313 9711** by **3pm** on **Thursday**.
- Please ensure ALL details are properly completed as wages will not be paid on incomplete and / or unauthorised timesheets.
- Timesheets are to be completed in **blocks of 15 minutes**
- Blank timesheets are available on our website: **www.frmstaff.com.au**

**FAX TO: 02 9313 9711 ON THURSDAY BEFORE 3PM**

Front-Line Resources Management Pty limited abn 67 080 751 391

**SYDNEY:** PO Box 6368 Alexandria NSW 2015 telephone: (02) 9313 9777 facsimile: (02) 9313 9711  
**MELBOURNE:** 19 – 21 Napier Street Essendon VIC 3040 telephone: (03) 9375 3100 facsimile: (03) 9375 3200  
**QUEENSLAND:** Virginia Professional Business Centre 4/67 Robinson Road, East Virginia QLD 4014 telephone: (07) 3637 5533 facsimile: (07) 3637 5534  
**INTERNET:** www.frmstaff.com.au EMAIL: mail@frmstaff.com.au Toll Free: 1300 881 075

FRM form: TSF070810  
Replaces form: TSF N/A