



EMPLOYEE NAME:

Week Ended: / /

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

OFFICE USE ONLY

Normal	:
Time & Half	:
Double Time	:
Total Hours	
Total Days	

TO BE PAID CORRECTLY YOUR TIMESHEET MUST BE SIGNED BY YOUR SUPERVISOR

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 email your authorised timesheet to Front-Line Resources Management tamar@frmstaff.com.au by 5pm on **Monday**.
- Please ensure ALL details are properly completed as wages will not be paid on incomplete and / or unauthorised timesheets.
- Wages will be transferred Thursday; funds will be available by midnight Friday, depending on your financial institute.
- Timesheets are to be completed in **blocks of 15 minutes**
- Blank timesheets are available on our website: www.frmstaff.com.au

EMAIL: tamar@frmstaff.com.au
MONDAY BEFORE 5PM

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: Unit 10B, 80-82 Keilor Rd, Essendon North VIC 3041 telephone: (03) 9379 3755 facsimile: (03) 9379 3766
 QUEENSLAND: Virginia Professional Business Centre 4/67 Robinson Road, East Virginia QLD 4014 telephone: (07) 3637 5533 facsimile: (07) 3637 5534
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