



CT LABOUR
H I R E

TIMESHEET

Timesheets **MUST** be submitted by 9am each Monday by:
 Email: timesheets@ctlh.com.au | Fax: (07) 3808 9466 | MMS: 0428 028 736
 4 / 3442 Pacific Highway, Springwood Qld 4127 | Ph: (07) 3290 4688



CT iWorkforce
MANAGEMENT

Employee Name: _____ Week Ending: _____

Host Employer (Company) Name: _____ Position: _____

TIMESHEETS CAN NOT BE PROCESSED UNLESS SIGNED BY YOUR SUPERVISOR AT THE END OF EACH DAY

Day	Date	Site	Start Time	Finish Time	½ hr Lunch Break taken		Total (Less Lunch Break)	HOST EMPLOYER TO COMPLETE		FOR PAYROLL USE ONLY				Allowances (if applicable)		
								Supervisor Full Name	Supervisor Signature	Ordinary	Time & ½	Double Time	Shift Work	Travel	Tool	
																Hours Worked
Mon					Y	N										
Tue					Y	N										
Wed					Y	N										
Thu					Y	N										
Fri					Y	N										
Sat					Y	N										
Sun					Y	N										
TOTAL:																

All entries on this timesheet are regarded as documentary evidence and by signing the timesheet as a client, you agree to the Terms & Conditions of Business; and as an employee to the Terms & Conditions of Employment, as issued by CT Labour Hire Pty Ltd / CT iWorkforce Management Pty Ltd.

TIMESHEETS NEED TO BE SIGNED OFF DAILY BY THE HOST EMPLOYER AND WILL NOT BE PROCESSED WITHOUT ALL SIGNATURES.

I certify the details shown above on this timesheet are true & accurate and that I have not sustained any injuries whatsoever during the assignment.

All accidents, incidents, near misses or visits to first aid or site clinics, must be reported to CT Labour Hire Pty Ltd / CT iWorkforce Management Pty Ltd immediately after initial treatment and after reporting the incident to your site supervisor.

Employee to Sign: _____ Date: _____

WORKPLACE / JOB SITE INDUCTION

Please complete first time at each new workplace or job site

Workplace/Site Induction Provided: Yes No

Task Specific Training Provided: Yes No

Initial Tasks Supervised: Yes No

Work Method/JSA Provided: Yes No

Employee Signature: _____

Host Employer Signature: _____