ATEC Group Training Apprentice Timesheet (Please note: Payroll direct phone line 08 8444 2537 or mobile 0400 750 114)

email to **payroll@atec.asn.au** or fax your SIGNED timesheet to ATEC Payroll on **08 8447 4311** by **8.30am** on the Monday after the payroll fortnight end date

ATEC Group Training

Number & Name _____ Award **Manufacturing and Associated Industries and Occupations Award**

Location/Host _____ Work Pattern *

Pay Period _____ **to** _____ Pay Day _____

Spare ATEC Timesheets are available on http://www.atec.asn.au/exisiting-apprentices-info.html

(1) Hours Worked for Host Employer														(2) Other Hours Claimed														
*Employee's ordinary hours: hours mins per week/fortnight Please advise if on Rostered Day Off System								Overtime/Shift Penalty **please note, minimum engagement Saturday = 4 hours & Sunday/Pub Hols = 3 hours																				
Day	**Date**	**Start time*** ie 8.30am	**Break unpaid*** Start break ie 12pm	End break ie 1.30pm	**Finish time*** ie 5pm	**Total** (Hours minus unpaid breaks)	**RDO Accrued** (only complete if on RDO system)	**Start time** (e.g. 5pm)	**Finish time** (eg 7.30pm)	**T1/2** 1st 3 hours	**2T**	**Shift 50%**	**Shift 100%**	**Leave No Pay**	**RDO Taken**	**P/Hol - Not Worked**	**RDO Accrual NC**	**Off The Job**	**Annual Leave**	**Personal Leave**	**Other Ordinary**	**Modified Duties**	**WorkCover**	**Comments**				**Other**
														14	16	13	30	31	35	6 9	39	34	26-28					
Mon																												
Tues																												
Wed																												
Thurs																												
Fri																												
Sat																												
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Sat																												
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Sub Tot																												
F/N Total																												

Employee Signature _____ **Date** _____ **Host Signature** _____ **Date** _____

I certify that the details on this form are correct and all annual/sick leave forms have been submitted. This is an official document. False representation will incur disciplinary action.

Supervisors: Authorisation of this timesheet signifies your agreement with the hours listed above, and acceptance of the corresponding invoice for wage charges. ** Overtime on unsigned timesheets will be paid the following pay cycle

Comments/ Requests: _____ **Host , Please Print Name** _____