

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



Number & Name _____ Award **Clerks Private Sector 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							Overtime/Shift Penalty **please note, minimum engagement Saturday = 4 hours & Sunday/Pub Hols = 3 hours																				
Day	Date	Start time* <small>ie 8.30am</small>	Break unpaid*		Finish time* <small>ie 5pm</small>	Total <small>(Hours minus unpaid breaks)</small>	RDO Accrued <small>(only complete if on RDO system)</small>	Start time <small>(e.g. 5pm)</small>	Finish time <small>(eg 7.30pm)</small>	T1/2 <small>1st 3 hours</small>	2T	Shift 50%	Shift 100%	Leave No Pay	RDO Taken	PI/Hol - Not Worked	RDO Accrual INC	Off The Job	Annual Leave	Personal Leave	Other Ordinary	Modified Duties	WorkCover	Comments		Other	
			Start break <small>ie 12pm</small>	End break <small>ie 1.30pm</small>																							
Mon														14	16	13	30	31	35	6 9	39	34	26-28			A044	
Tues																											
Wed																											
Thurs																											
Fri																											
Sat																											
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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** _____