

**ON-HIRED EMPLOYEE TIME SHEET**



Week Ending:    /    /

**Workforce Extensions | Ballarat**  
1300 900 360    ballaratpayroll@workforcexs.com.au

Employee Name:

Department:

Client Name:

Supervisor:

DAY	DATE	START	FINISH	MEAL BREAKS	TOTAL HOURS	This section for office use only			
						1.0	1.5	2.0	Allowance
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
Employee's Signature:				<b>TOTAL WEEKLY HOURS</b>					
Supervisor's Signature:									

AVAILABILITY NEXT WEEK <i>Please tick</i>	
MON	
TUES	
WED	
THURS	
FRI	
SAT	
SUN	
ALL	

*The above signature signifies acceptance of the total hours and the terms and conditions of Workforce Extensions*

**Comments:**

**O.H. & S. (This must be completed for Payroll to be processed)**

- 1/ Did you undertake an induction when you first started work on this site? ..... Y / N
- 2/ Did you wear the required Personal Protective Equipment? ..... Y / N
- 3/ Were you involved in or witness any incident, accident or near miss? ..... Y / N

**IMPORTANT NOTE: Office copy of time sheet must be received by noon on Monday. Time Sheets will be paid at the agreed rate into your bank account on Thursday**  
Conditions include: Rehire of an employee within 90 days must be through Workforce Extensions. Converting to Permanent incurs a Fee.

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