



WEEKLY TIMESHEET

Email: timesheets@dashcs.com.au

Please ensure timesheets are submitted by 10.00am Monday to avoid delay in payment.

PLEASE USE ONE TIMESHEET FOR EACH CLIENT AND WORKSITE

EMPLOYEE NAME:	
COMPANY NAME:	
SITE ADDRESS:	
WEEKENDING DATE:	

Client Notes: All shaded sections of timesheets must be completed and signed by the site supervisor. Total billable hours are the number of hours that will be charged to the client and paid to the employee. Please note, by signing this timesheet you agreed to DASH CS terms of business and the quality of work performed.

Employee Notes: All sections of timesheets **MUST** be completed.

DAY	DATE Eg: 01/01/01	START Eg: 0700	FINISH Eg: 1530	30 MIN BREAK (Please Circle)	TOTAL HOURS	TASK COMPLETED
MONDAY				YES / NO		
TUESDAY				YES / NO		
WEDNESDAY				YES / NO		
THURSDAY				YES / NO		
FRIDAY				YES / NO		
SATURDAY				YES / NO		
SUNDAY				YES / NO		

TIMESHEETS WITHOUT SUPERVISORS SIGNATURE WILL NOT BE ACCEPTED

EMPLOYEE AUTHORISATION	CLIENT AUTHORISATION
<u>EMPLOYEE NAME</u>	<u>SUPERVISOR NAME</u>
<u>EMPLOYEE SIGNATURE</u>	<u>SUPERVISOR SIGNATURE</u>

*****PLEASE REPORT ALL ACCIDENTS, NEAR MISSES, FIRST AID VISITS TO YOUR CONSULTANT IMMEDIATELY*****