



EMPLOYEE NAME								WEEK ENDING		
HOST EMPLOYER								/ /		
DAY	MON	TUE	WED	THU	FRI	SAT	SUN	ENTER TOTAL HOURS BELOW 	Please advise GTES if you have changed your address, phone number or bank account details.	
DATE	/	/	/	/	/	/	/			
START TIME										
LUNCH START										
LUNCH FINISH										
FINISH TIME									GTES USE ONLY	
HOURS ON JOB								ON JOB		
HOURS AT TAFE								TAFE		
HOURS - ANNUAL LEAVE								ANNUAL LEAVE		
HOURS - SICK								SICK LEAVE		
PUBLIC HOLIDAYS								LEAVE		
R.D.O.								RDO TAKEN		
WORKERS COMP								RDO ACCRUED		
HOURS - LEAVE WITHOUT PAY								RDO ACCRUED ANNUAL LEAVE		
TRAVEL HOURS								OT 1.5		
TRAVEL FARES (✓ days applicable)								OT 2.0		
TOTAL HOURS →								<input style="border: 2px solid black;" type="text"/>	OVERTIME MEAL	
COMMENTS								TOOL DAYS		
								FARES		
OVERTIME 1.5 RATE								TRAVEL HOURS		
OVERTIME 2.00 RATE								SHIFT		
 apprentice & employment specialists ABN: 31 002 921 995 161 HAMMOND AVENUE, WAGGA WAGGA 2650 PHONE: 1300 881 279 FAX: 1800 819 252 EMAIL: timesheets@gtes.com.au								SHIFT		
								PENALTY		
EMPLOYEE SIGNATURE							/ /			
HOST EMPLOYER SIGNATURE							/ /			
MUST BE SUBMITTED BY 4PM MONDAY WILL NOT BE PROCESSED WITHOUT SIGNATURES										