


EMPLOYEE NAME								EMPLOYEE NUMBER		WEEK ENDING
HOST EMPLOYER								HOST EMPLOYER NUMBER		/ /
DAY	MON	TUE	WED	THU	FRI	SAT	SUN	ENTER TOTAL HOURS BELOW ↓	GTES PAYROLL ENTRY ONLY ↓	
DATE	/	/	/	/	/	/	/			
START TIME										
LUNCH START										
LUNCH FINISH										
FINISH TIME										
HOURS ON JOB										ON JOB
HOURS AT TAFE								TAFE		
HOURS - ANNUAL LEAVE								LEAVE		
HOURS - SICK								LEAVE		
PUBLIC HOLIDAYS								LEAVE		
R.D.O.								RDO TAKEN		
WORKERS COMP								RDO ACCRUED		
HOURS - LEAVE WITHOUT PAY								OT 1.5		
TRAVEL HOURS								OT 2.0		
TRAVEL FARES (✓ days applicable)								OVERTIME MEAL		
TOTAL HOURS →								<input type="text"/>	TOOL DAYS	
COMMENTS								RDO UNCHARGED		
								FARES		
OVERTIME 1.5 RATE								TRAVEL HOURS		
OVERTIME 2.00 RATE								SHIFT 15		
 <p>GTES 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</p>								SHIFT 30		
								SHIFT OTHER		
EMPLOYEE SIGNATURE								/	/	
HOST EMPLOYER SIGNATURE								/	/	
MUST BE SUBMITTED BY 4PM MONDAY WILL NOT BE PROCESSED WITHOUT SIGNATURES										