



Elite Construction Site Services (WA) Pty Ltd
94 Howe Street, Osborne Park WA 6017

Tel: +61 8 9444-1949 - Email: admin@elitecss.com.au

Email timesheets to: admin@elitecss.com.au

Client/Builder:					TIME SHEET DUE: NO LATER THAN C.O.B. MONDAY		Project:		
Supervisor:							Order No:		
Employee:							Position:		
	Date	Time Started	Time Finished	Lunch	Normal Hours	1.5 Hours Overtime	2 Hours Overtime	Public Holiday	Allowance
	MON / /								
	TUE / /								
	WED / /								
	THUR / /								
	FRI / /								
	SAT / /								
	SUN / /								
TOTAL HOURS:									

Employee's Certification:

The above hours stated were worked by me and are correct.

Assignment: Completed Returning

Employees Signature: _____

Supervisors Certification:

It is hereby certified that the hours stated on the timesheet are correct and that the work as performed satisfactorily.

Supervisor Name: _____ Supervisors Signature: _____

Timesheets to be completed in full and submitted by close of business on the Monday following the workweek that you have just completed, either by email to admin@elitecss.com.au:

- Timesheets MUST have the client / builder details as well as the project or site details that you are working on;
- The supervisor's name and signature for the specific site or project; and
- The dates and hours that you have worked, please calculate the hours out as I use this for verification checking.