



Mineworks Group Labour Hire Pty. Ltd.
 Unit 5 / 2 Farrall Road, Midvale, W.A. 6056
 ABN: 57 141 310 974
 Tel: [08] 9274 7022 Fax: [08] 9274 2615
 Director/Manager: Ted Gallop 0437 079 805
 ted@mineworksgroup.com.au

EMPLOYEE TIME SHEET

Employee name:	Contracting Company:
Date:	Site Employed:

Date	Start time	Finish time	Breaks taken (hours)	Hours worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total hours	
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SIGNED:
 Employee: _____

SIGNED:
 Supervisor: _____

Supervisor' name: _____

Supervisor's contact telephone: _____

Notes:

1. Timesheets must be received by 10am Mondays to ensure there is sufficient time for processing.
2. Completed and signed timesheets can be scanned/mailed to timesheets@mineworksgroup.com.au
3. If emailing is not available, timesheets can be faxed to (08) 9274 2615
4. If period of work is longer than 7 days, use an additional timesheet.
5. Timesheet forms can be downloaded from Labour Hire section of Mineworksgroup.com.au

OFFICE USE ONLY

Total hours paid		Hourly rate		Hourly paid gross	
				Other payments	
				Gross pay	
<i>Deductions</i>				Total deductions	
PAYG Tax		Other deductions		Net pay	
Superannuation		Total deductions			