



**FAX TO BY MIDDAY EACH MONDAY to: 07 3440 2898**

OR

**EMAIL BY to: [timesheetsyd@protechonline.com.au](mailto:timesheetsyd@protechonline.com.au)**  
**IF TIMESHEETS ARE NOT RECEIVED ON TIME, YOUR PAY MAY NOT BE PROCESSED UNTIL THE FOLLOWING WEEK.**

**Please note we cannot accept timesheets that are not signed by your supervisor.**



## WEEKLY TIME SHEET - QLD

**Employee's Name:** \_\_\_\_\_

**Employee's Position:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Client (Company) Name:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_

**Week Ending:** \_\_\_\_\_



	Date	Shift (D)(A)(N)	Enter in 12-hour format		Meal Break	Total	Hours Worked			Allowances
			Start	Finish			Ordinary	1.5x	2x	Description/Unit
<b>Mon</b>										
<b>Tue</b>										
<b>Wed</b>										
<b>Thur</b>										
<b>Fri</b>										
<b>Sat</b>										
<b>Sun</b>										
<b>Total</b>										

NEW STARTER INDUCTION (Please complete first time on new site)		
Site Specific Training Provided	YES	NO
Task Specific Training Provided	YES	NO
Initial Tasks Supervised	YES	NO
Work Method/JSA Provided	YES	NO
Sign by Employee	_____	
Sign by Client	_____	

Please Circle and Sign for New Starters Only

PROTECH INTERNAL USE ONLY - DO NOT WRITE BELOW					
JOB ORDER #:				DATE:	
<b>T 100%</b>	<b>T 150%</b>	<b>T 200%</b>	<b>T 250%</b>	<b>ALLOWANCES</b>	
H M	H M	H M	H M		
Extended By:			Notes:		
Entered By:			PO #:		

\* Please note that all entries on this timesheet are regarded as documentary evidence and that by signing the timesheet as a client you agree to the Terms and Conditions of Business; and as an employee to the Terms and Conditions of Employment, as issued by PROTECH.  
**INSTRUCTIONS:** 1. Fill in your name, your position and your signature. 2. Fill in the dates you worked, the Start & Finish Times, and write the duration of all meal breaks you took. 3. Get your supervisor to fill out their name and signature. We cannot accept timesheets that are not signed by your supervisor. 4. Fax the timesheet to us by midday Monday.