



## Fortnightly Timesheet

Please submit timesheet by 5:00pm WEDNESDAY fortnightly - **\*MUST BE SIGNED BY RTO, EMPLOYER AND EMPLOYEE**  
 Timesheets can be texted as a clear photo to 0429 210 052, emailed to [accounts@tradestaffaustralia.com.au](mailto:accounts@tradestaffaustralia.com.au) or faxed to 4346 1112.

Business Name \_\_\_\_\_

Fortnight Ending Date \_\_\_\_\_

Day	Date	Type Of Day					Allowances	Total Hours	Super or RTO Initial
		O/S	RTO	A/L	S/D	W/D			
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
Site: _____							Total Hrs		

Day	Date	Type of Day					Allowances	Total Hours	Super or RTO Initial
		O/S	RTO	A/L	S/D	W/D			
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
Site: _____							Total Hrs		
Total Fortnight Hrs									

Apprentice/Trainee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TYPE OF DAY:**

Onsite - **O/S**      Annual Leave - **A/L**      Sick Day - **S/D**      Wet Day - **W/D**      Tafe - **RTO**

**ALLOWANCES:**

Travel - **TA**      Heavy Brick - **HB**      Meals - **MA**      Living Away From Home - **LA**

**PLEASE NOTE:**

- \*You can download the timesheet from our website [www.tradestaffaustralia.com.au](http://www.tradestaffaustralia.com.au)
- \*Pays are processed by direct debit to your account on the Thursday of the pay fortnight (Clearance of funds will depend on your particular bank).
- \*Please also be aware overtime will be charged to your host employer as per relevant Award
- \*A standard 30min lunch break will be deducted from any daily total recorded in excess of 5hrs unless specified otherwise.**
- \*IMPORTANT\*** - RTO days **WILL NOT BE PAID** unless your teacher has initialed confirming your attendance



# Weekly Timesheet

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Day	Date	Type Of Day						Start Time	Finish Time	Allowances				Total Hours	Super or RTO Initial
		O/S	RTO	A/L	S/D	P/H	W/D								
Thurs															
Fri															
Sat															
Sun															
Mon															
Tues															
Wed															
<b>Site:</b>										<b>Total Hrs</b>					

Apprentice/Trainee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**TYPE OF DAY:**

Onsite - **O/S**      Annual Leave - **A/L**      Sick Day - **S/D**      Wet Day - **W/D**      Tafe - **RTO**      Pub Holiday - **P/H**

**ALLOWANCES:**

Site - **S**      Heavy Brick - **HB**      Meals - **MA**      Living Away From Home - **LA**

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