



league engineering services pty ltd  
 PO box 104,  
 mannum sa 5238  
 phone: 1300 799 153  
 fax: 1300 799 154

## time sheet

employee name:			week ending sunday / /				Please advise us of anything that may effect your availability for work in the future.			
trade description:			employee signature:							
location:			authorised by; client representative				Were you injured, or did you require first aid during this working week? Please provide details.			
project:			date:							
	date	from	lunch	to	normal time	time x 1.5	time x 2	time x 2.5	shift a/n	allowances
monday										
tuesday										
wednesday										
thursday										
friday										
saturday										
sunday										

**notes:** When the timesheet is completed, it must be signed by you and a nominated Client Representative. The timesheet can then be faxed or posted to our office to arrive no later than 5.00pm on Monday. the signatures of the Client Representative and you confirms that the information shown upon this timesheet is correct and are subject to the agreed rates and the terms and conditions of 'league'. This timesheet forms an attachment to all our invoices. Processing of pays occurs weekly, a normal working week runs from Monday to Sunday (inclusive). Timesheets received on Monday will be processed and funds will be available via EFT to all employees bank accounts by Thursday am.