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Office Use Only

MOMENTUM CONSULTING GROUP PTY LTD - TIMESHEET
FAX: Brisbane (07) 3848 9734

Employee Name: (Print Clearly)					Company:			Cost Centre/Location: 1 timesheet per site				
Position:					Weekending:			Overtime Approved:				
								YES		NO		
Day	Date	Start Time	Unpaid Break/s	Finish Time	Total Hrs	Site Supervisors Signature	Site Supervisor Name	NT	1.5	2.0	A/Noon Shift	Night Shift
<i>Example</i>	<i>1 7 0 8</i>	<i>0 8 0 0</i>	<i>0 0 3 0</i>	<i>1 7 0 0</i>	<i>0 8 3 0</i>							
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Total												

Employee Signature

I state that the hours above are true and correct.

Payment of wages **will** be delayed if
 Timesheets are not signed by candidate and supervisors.
 Timesheets must be received by Momentum **No later than 9am Monday**

Client Disclaimer:

- Approval of this time sheet is deemed authorisation of the hours worked for invoicing purposes and of the client's continued acceptance of Momentum Consulting Group Pty Ltd's Terms of Business.
- Approval of this timesheet is deemed that OHS Legislative compliance has been met including OHS Site Induction, Incident and Accident Reporting and OHS Consultation with Momentum casual employees.

Document Name	Number	Approved Date	Last Review	Owner
Timesheet QLD	QMS OPS361A	March 2008	March 2011	Operations
Printing this document makes it uncontrolled				