



**Momentum Consulting Group Pty Ltd Timesheet**  
**FAX: Sydney (02) 9267 1583 or FAX: Parramatta (02) 9633 1175**

<b>Employee Name: (Please Print Clearly)</b>					<b>Company:</b>			<b>Cost Centre/Location: 1 timesheet per site</b>									
<b>Position:</b>					<b>Weekending:</b>			<b>Overtime Approved:</b>									
<b>Day</b>	<b>Date</b>	<b>Start Time</b>	<b>Unpaid Break/s</b>	<b>Finish Time</b>	<b>Total Hrs</b>	<b>Site Supervisors Signature</b>	<b>Site Supervisor Name</b>	<b>NT</b>			<b>YES</b>			<b>NO</b>			
<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>												
<b>Monday</b>																	
<b>Tuesday</b>																	
<b>Wednesday</b>																	
<b>Thursday</b>																	
<b>Friday</b>																	
<b>Saturday</b>																	
<b>Sunday</b>																	
<b>Total</b>																	

**Employee Signature**  
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*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 NSW	QMS_OPS361	March 2008	January 2010	Operations
Printing this document makes it uncontrolled				