

# APlus Apprentice + Trainee Services TIME SHEET

EMPLOYEE NAME: \_\_\_\_\_

HOST: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

**OFFICE USE ONLY**

Day	Date	Today at*	Time Started	Time Finished	Less Lunch	Total Hours	O/time
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							
<b>TOTAL HOURS FOR WEEK (Overtime hours must be extended to O/Time column)</b>							

**TODAY AT\***

Work	<b>WK</b>
Trade School	<b>TS</b>
RDO	<b>RDO</b>
Pub Hol	<b>PH</b>
Pub Hol Work	<b>PHWK</b>
Annual Leave	<b>AL</b>
Personal Leave	<b>PL</b>
Bereavement	<b>BL</b>
Unpaid Leave	<b>UL</b>
Workcover	<b>WC</b>
Jury Duty	<b>JD</b>

**A leave form MUST be completed for annual leave for five days and over**

NORM.....  
 TS.....  
 RDO.....  
 PERS LVE.....  
 ANN LVE.....  
 LVE LOAD.....  
 PUB HOL.....  
 PLWOP.....  
 ALWOP.....  
**PENALTIES.....**  
 1.25.....  
 1.5.....  
 1.75.....  
 2.0.....  
 2.5.....  
**OVERTIME.....**  
 1.25.....  
 1.5.....  
 1.75.....  
 2.0.....  
 2.5.....

**COMMENTS:**

eg: clarification of hours,  
 Inclusion of allowances, injury details

**Employee:** Did you attend trade school this week? Yes/No  
 Did you work overtime this week? Yes/No  
 Were you absent due to sickness? Yes/No  
 Did you work on a public holiday? Yes/No  
 Were you injured at work this week? Yes/No  
 (If yes, refer to inside cover)

Employee signature: \_\_\_\_\_  
 I confirm that the hours above are correct

**Employer:** Do you authorise the hours above for payment? Yes/No/NA

Host Signature: \_\_\_\_\_  
 I confirm that the above hours are correct

Please print name: \_\_\_\_\_