



**Mineworks Group Pty Ltd.**  
 Human Resources Team  
 125 James Street, Guilford WA 6055  
 Tel: [08] 6278 1242 Fax: [08] 6278 1542  
 Email: [timesheets@mineworksgroup.com.au](mailto:timesheets@mineworksgroup.com.au)

## TIME SHEET

<b>Worker's Name:</b>	<b>Client Company:</b>
<b>Date form filled out:</b>	<b>Client Site:</b>

Date	Shift <i>(Circle Day or Night)</i>	Start time	Finish time	Unpaid breaks taken (hours)	Hours worked
Monday	D / N				
Tuesday	D / N				
Wednesday	D / N				
Thursday	D / N				
Friday	D / N				
Saturday	D / N				
Sunday	D / N				

<b>Total hours</b>	
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SIGNED: Worker: \_\_\_\_\_

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

Supervisor' name: \_\_\_\_\_

Supervisor's contact telephone: \_\_\_\_\_

**Email to [timesheets@mineworksgroup.com.au](mailto:timesheets@mineworksgroup.com.au)**

**Notes:**

1. Timesheets must be received by 10am Mondays to ensure there is sufficient time for processing.
2. **If emailing is not available, timesheets can be faxed to (08) 6278 1542**
3. If period of work is longer than 7 days, use an additional timesheet.
4. Timesheet forms can be downloaded from Labour Hire section of [Mineworksgroup.com.au](http://Mineworksgroup.com.au)

**OFFICE USE ONLY**

<b>Payroll Date:</b>	<b>Invoice#</b>
<b>Notes:</b>	