



Suite 3.01, 480 St Kilda Road, Melbourne 3004
 ABN 67 626 528 667
 Phone: 02 6190 6322

WEEKLY TIMESHEET

Email: timesheets@dashgroup.net.au

Please ensure timesheets are submitted by 10.00am Monday to avoid delay in payment.

PLEASE USE ONE TIMESHEET FOR EACH BUSINESS AND WORKSITE

YOUR NAME:		SITE ADDRESS:	
BUSINESS NAME: (Not Dash Group)		WEEK ENDING DATE:	

Client Notes: All shaded sections of timesheets must be completed and signed by the site supervisor. TOTAL HOURS are the number of hours that will be charged to the client and paid to the employee. Please note, by signing this timesheet you agreed to Dash Group (and its entities) Terms of Business and the quality of work performed.

Employee Notes: All sections of timesheets **MUST** be completed.

DAY	DATE	START Eg: 0700	FINISH Eg: 1530	30 MIN BREAK (Please Circle)	TOTAL HOURS	TASKS COMPLETED	SUPERVISOR NAME	DAILY SUPERVISOR SIGNATURE
MONDAY				YES / NO				
TUESDAY				YES / NO				
WEDNESDAY				YES / NO				
THURSDAY				YES / NO				
FRIDAY				YES / NO				
SATURDAY				YES / NO				
SUNDAY				YES/ NO				
SUPERVISOR NAME:					SUPERVISORS WEEK ENDING SIGNATURE:	SUPERVISOR SIGNATURE ONLY HERE		

TIMESHEETS WITHOUT SUPERVISORS SIGNATURE WILL NOT BE ACCEPTED

*****PLEASE REPORT ALL ACCIDENTS, NEAR MISSES, FIRST AID VISITS TO YOUR CONSULTANT IMMEDIATELY*****