

Time Sheet

For Australia Only

Fax: 1800 103 651
Hotline (Phone): 1300 363 377

For New Zealand Only

0800 678 636
0800 363 377

Week Ending: 20
Day Month Year

Form No.

Employee No : -

Booking No : -

Employee Name :

Centre/School Name :

		Start Time (HH:MM)	Finish Time (HH:MM)	Unpaid Break (HH:MM)	Total Hours (HH:MM)
Example	DD/MM	0 8 : 3 0	0 5 : 0 0	0 0 : 3 0	0 8 : 0 0
Mon	/	:	:	:	:
Tue	/	:	:	:	:
Wed	/	:	:	:	:
Thu	/	:	:	:	:
Fri	/	:	:	:	:
Sat	/	:	:	:	:
Sun	/	:	:	:	:
Total for Week :					:



Authoriser's Name :

Your Select Education Office (e.g. Sydney, Auckland) :

Authoriser's Signature

Employee Signature

Please fax to the pay office by 6:00 pm Sunday.

The fax number should only be used for time sheets.

Comments:

Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 14 days upon presentation (as highlighted on our website). **No payment will be made without a time sheet signed by the authoriser.**