

APEX BUILDING GROUP TIME SHEET

EMAIL: ADMIN@APEXCO.COM.AU

COMPANY:	SITE ADDRESS:
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Employee Name: _____ WHITE CARD#: _____ TEL#: _____

LABOUR <input type="checkbox"/>	TRAFFIC CONTROLER <input type="checkbox"/>	CARPENTER <input type="checkbox"/>
SKILLED LABOUR <input type="checkbox"/>	DOGMAN <input type="checkbox"/>	FORKLIFT <input type="checkbox"/>
HOIST <input type="checkbox"/>	CRANE OPERATO <input type="checkbox"/>	EWP <input type="checkbox"/> OTHERS: _____

Weekdays	Date	Start time	Finish time	Lunch Break	Total hours	Labour signature	Comments	Supervisor name	Supervisor signature
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Instruction on how to fill the timesheet:

- 1- Always write your Name, White card number and Telephone Number.
- 2- Write the Day, Month and Year, and Write Starting and Finishing Time (Please mention if it is **AM or PM**)
- 3- Cross your Designation (Labour, Dogman, Etc.)
- 4- Write Lunch break Time
- 5- Send Picture of Timesheet to the Office on Daily Basis by WhatsApp: +61450068100 or By Email: ADMIN@APEXCO.COM.AU
- 6- Make Sure the Supervisor signs The Timesheet Everyday (**NO SUPERVISOR SIGNATURE = NO PAY**)
- 7- For any Emergency please contact your Operation Manager on +61450068100.

NOTE: The Comments Section is for Supervisor use Only (Comments & Remarks).