

Candidate Weekly Timesheet



Candidates Name: _____

Company Name & Jobsite: _____

Please Complete table below in units as in 1 Travel allowance per day

Week Ending _____	Ordinary rate (First 8 Hours weekdays)	Overtime 1 Time 1/2 (8 hrs-10 hrs weekdays)	Overtime 2 Double Time (10hrs + weekdays)	Meal Allowance (After 9.5hrs anytime)	Travel Allowance (Daily)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Totals					

Please note Saturday is charged at Overtime Rate 1 for the first 2 hours and then Overtime Rate 2 for every hour thereafter. Sunday is charged at Overtime Rate 2 for the whole day.

Clients are requested to check that the above information is correct. Your signature on the timesheet is our authority to submit a charge to you for the amount of hours claimed and is also confirmation of your acceptance to our conditions of hire.

Candidates Signature: _____

Authorisers Full Name: _____

Authorisers Signature: _____

Please Email Timesheets to info@buildabilitygroup.com.au by 12pm Monday for payment that week