



TIME SHEET

League Engineering Services Pty Ltd
 PO Box 104, Mannum SA 5238
 Phone: 1300 799 153
 Mobile: 0420 450 707
 Email: admin@league.com.au

NEW

Week Ending: ____/____/____

Employee Name:	Employee Signature:	Please advise us of anything that may affect your availability for work in the future:
Position:	Authorised By:	
Location:	Signature:	
Project No:	Date: ____/____/____	Were you injured, or did you require first aid during this working week? Please provide details.

	DATE	START	BREAK	FINISH	OFFICE USE ONLY								
					NT	1.5	2.0	SHIFT AS/NS	TRAV	LAHA	MEAL	MOB/ DEMOB	
Monday	/ /												
Tuesday	/ /												
Wednesday	/ /												
Thursday	/ /												
Friday	/ /												
Saturday	/ /												
Sunday	/ /												

Notes: Completed timesheet must be signed by you and authorised by a Client Representative confirming that the information shown on the timesheet is correct and is subject to the agreed rates and the terms and conditions of 'League'. The timesheet forms an attachment to all our invoices. Timesheet is to be emailed, of text messaged to our office and is to arrive no later than 5:00pm on Monday. Normal working week is Monday to Sunday (inclusive). Processing of pays occurs weekly on the following Wednesday.