



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

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:	Were you injured, or did you require first aid during this working week? Please provide details.
Project No:	Date: ____ / ____ / ____	

	DATE	START	BREAK	FINISH	SHIFT AS/NS	MEAL	LAHA	T3 (travel home/return)	Comment/Description eg. Rain Day, Sick Day etc.
Monday	/ /								
Tuesday	/ /								
Wednesday	/ /								
Thursday	/ /								
Friday	/ /								
Saturday	/ /								
Sunday	/ /								

Notes: Completed time sheet must be signed by you and authorised by a Client Representative confirming that the information shown on the time sheet is correct and is subject to the agreed rates and the terms and conditions of 'League'. The time sheet forms an attachment to all our invoices. Time sheet is to be emailed or 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. Allow 1-2 days to appear in your bank account.