neca | Education & Careers

national electrical and communications association

NECA Education and Careers Ltd ABN 53 054 944 366

Apprentice Timesheet

Fax: (03) 9380 1561 (Must be faxed or emailed by 6pm Monday)

Email: payroll@necaeducation.com.au

Phone: (03) 9389 9966
(Please call to confirm your timesheet has been received)

Week ending FRIDAY _____ / _____ / 20_____

		TRADE	○ Electrical ○ Other ○ Plumbing _____
Apprentice's Name		Apprentice Year	1 / 2 / 3 / 4
Host Name		Base Hours / Week	38 / 36 / 35 / ___

Day / Hours	SAT DATE: / /			SUN DATE: / /			MON			TUES			WED			THUR			FRI			
JOB / SITE NAME																						Totals
	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	
Normal Time																						
Time & Half																						
Double Time																						
Rostered Days Off																						
Trade School																						
Public Holidays																						
Sick Days																						
Annual Leave																						
WorkCover																						
Other (specify)																						
																			Weekly Total			

Allowances	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Fares	$	$	$	$	$	$	$	$
Kms Travelled (if app. over 50 kms)	Km	Km	Km	Km	Km	Km	Km	Km
Kms Travelled (if app. between sites)	Km	Km	Km	Km	Km	Km	Km	Km
Site Allowances (hourly rate for site)	Hr $	Hr $	Hr $	Hr $	Hr $	Hr $	Hr $	$
Other (Specify)	Hr $	Hr $	Hr $	Hr $	Hr $	Hr $	Hr $	$

Host Authorised Rep Signature		Host Authorised Rep Name (print)		Mobile	
Apprentice Signature		____/____/20____		Apprentice's Mobile	