

WEEKLY TIMESHEET

Weekly timesheet(s) must be faxed by 6pm Monday. Fax: (03) 9380 1561 or (03) 9380 6953
Please confirm by phone: (03) 9389 9966, 1300 134 024 (Tasmania only)

WEEK ENDING FRIDAY: _____ / _____ / _____

APPRENTICE/TRAINEE NAME: _____ HOST EMPLOYER NAME: _____ YEAR: 1 2 3 4
 TASMANIA VICTORIA (Company name) (please circle)

DAY OF WEEK	SAT			SUN			MON			TUE			WED			THURS			FRI			TOTAL
	START	FINISH	TOTAL	START	FINISH	TOTAL	START	FINISH	TOTAL	START	FINISH	TOTAL	START	FINISH	TOTAL	START	FINISH	TOTAL	START	FINISH	TOTAL	
Normal Hours																						
Overtime - Time and a Half																						
Overtime - Double Time																						
Trade School / TAFE																						
RDO																						
Public Holidays																						
*Sick Days																						
*Annual Leave																						
*WorkCover																						
*Absences/Other (please specify)																						
WEEKLY TOTAL																						

* Please note that all leave claims must be accompanied by the appropriate form or certificate

ALLOWANCES/OTHER INFORMATION

SITE HOURS (please tick) 38 hour week 37.5 hour week Other (please specify) _____

Apprentice / Trainee Signature: _____ Date: ____ / ____ / ____

Host Authorised Representative Name: (please print) _____ Phone: _____

Host Authorised Representative Signature: _____ Date: ____ / ____ / ____



national electrical and communications association

NECA Education and Careers Ltd.
 ABN 53 054 944 366
 PO Box 187, Carlton North, Victoria 3054



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Timesheets must be correctly filled in, signed by your Host Employer, and either faxed or emailed to the pay office by 6.00pm Monday **each week**.

Timesheets

Before you fax or email your timesheet, complete and check the following:

- **Your name**
- **Your Host Employer's name**
- **Site name(s) that you were working on**
- **Your Host Employer/Supervisor's signature**

You must not sign your timesheet on behalf of your Supervisor/Host employer.

Please contact Payroll if you have difficulties with completing your timesheet.

Fax your timesheet to **(03) 9380 1561 / (03) 9380 6953** or email payroll@necaeducation.com.au by 6.00pm each Monday.

To ensure that we have received your timesheet, call the pay office on **(03) 9389 9966, 1300 134 024 (Tasmania only)**.

Sick Leave

If you can't go to work due to illness or for any other reason, you must:

- **Phone your Host Employer before your normal start time**
- **Phone NECA Education and Careers on (03) 9381 1922 (VIC), (03) 6424 5626 (TAS) or your Industry Careers Consultant, by 9am on that same day**

WorkCover

If you are injured while at work or tradeschool:

- **Advise your Host Employer, or Teacher, immediately**
- **Contact the WorkCover Officer at NECA Education and Careers on (03) 9381 1922, or your Industry Careers Consultant, and we will help you to complete the paperwork**