



## WEEKLY TIMESHEET

Railtrain Pty Ltd, Unit 5/87 President Street Welshpool WA 6106  
 Phone: (08) 9470 4999 Fax: (08) 9470 4666  
 Email: payroll@railtrain.com.au  
 ABN No. 51145155666

**TIMESHEETS ARE TO BE FAXED OR EMAILED WEEKLY TO OFFICE NO LATER THAN 10AM MONDAYS**

EMPLOYEE NAME			EMPLOYEE No.		CLIENT					JOB LOCATION	
DAY	DATE	Start	Finish	Less Meal	Hrs Ordinary	Time & Half	Double	KMS	Travel Time	Night Shift Allowance	Allowances or remarks
SUN											Hotel Allowance x
MON											
TUE											Meal Allowance x
WED											
THU											Other Allowances x
FRI											
SAT											Comments:
Other sites worked this week			<b>Totals</b>								
Yes <input type="checkbox"/> No <input type="checkbox"/>			Checked By Rep:		Clients Name (Printed)					Clients Signature	
Employee Signature			<b>THINK SAFE + WORK SAFE = HOME SAFE</b>			<b>Payroll use only</b>					
						Railtrain Internal Account Codes					
						P		EX			
						C		RSP			
<b>ALL TIMESHEETS MUST BE SIGNED BY THE CLIENT</b>										White - Payroll Copy Pink - Client Copy Yellow - Employee Copy	
<b>NIGHT SHIFT ALLOWANCE IS NOT PAID ON ANY OVERTIME ONLY NORMAL HOURS</b>											



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**TIMESHEETS ARE TO BE FAXED OR EMAILED WEEKLY TO OFFICE NO LATER THAN 3PM MONDAYS**

EMPLOYEE NAME			EMPLOYEE No.		CLIENT					JOB LOCATION	
DAY	DATE	Start	Finish	Less Meal	Hrs Ordinary	Time & Half	Double	KMS	Travel Time	Night Shift Allowance	Allowances or remarks
SUN	22/08/2010	2330	0730		8.00					8	Hotel Allowance x
MON	23/08/2010	2230	1130	0.50	8.00	2.00	3.00			8	
TUE	24/08/2010										Caravan Allowance x
WED	25/08/2010	0730									
THU	26/08/2010										Other Allowances x
FRI	27/08/2010										
SAT	28/08/2010	0630	1500	0.50		2.00	6.00				Comments:
Other sites worked this week			<b>Totals</b>	<b>1.50</b>	<b>24.00</b>	<b>4.00</b>	<b>9.00</b>			<b>16.00</b>	

Sample

Yes <input type="checkbox"/> No <input type="checkbox"/>	Checked By Rep:	Clients Name (Printed)					Clients Signature	
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Employee Signature	THINK SAFE WORK SAFE = HOME SAFE	Payroll use only					
		Railtrain Internal Account Codes					
		P		EX			
		C		RSP			

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