



CANCELLED SHIFT 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

In the event of a cancelled shift if you can get IPS to log the shift as a cancelled shift- code "AMX", then you will automatically be paid for this shift and no cancelled shift form will need to be submitted to payroll

CANCELLED SHIFT DOCUMENTS ARE TO BE EMAILED WEEKLY TO THE RAILTRAIN OFFICE NO LATER THAN 8AM MONDAYS

EMPLOYEE NAME		EMPLOYEE No.	CLIENT			DEPOT
SCHEDULED SHIFT		NOTIFICATION OF CANCELLED SHIFT		Train Number	Notified By- Must have Name & Surname	Reason Given
DATE	START TIME	DATE	TIME			
Employee Signature		Checked By Rep:	Client Name (Printed)			Clients Signature

THINK SAFE + WORK SAFE = HOME SAFE

ALL TIMESHEETS MUST BE SIGNED BY DEPARTMENT SUPERVISOR

If there is no one available to sign your timesheet then contact your account manager