

FOR INDOOR STAFF



JHA RECRUITMENT & STAFF @ WORK
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TWEED SHIRE COUNCIL TIMESHEET (INDOOR STAFF)
TIMESHEET MUST BE EMAILED OR FAXED TO JHA BY 9AM MONDAY MORNING

Week Ending Sunday	Position:	Employee Name:	Unit:	Sector:
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Day	Date	Start Time	Finish Time	Less Lunch	Total	Job Number								Hours Worked				
						Project				Activity				ORD	x1.5	x2		
MON																		
TUE																		
WED																		
THUR																		
FRI																		
SAT																		
SUN																		

Assignment continuing: Yes / No (please circle)	TOTAL HOURS WORKED PER WEEK			
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Other information/claims/allowances: (For higher grade pay please write the "job grade and point" claimed and reason)

Supervisors please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.

	Excellent	Good	Average	Poor	Comments
Skills					
Punctuality					
Attitude					

Employee Signature:	Supervisor name & signature:	OR	Manager name & signature: