FIELD BASED STAFF

JHA RECRUITMENT & STAFF @ WORK **PH 1300 800 301** **FAX 02 66808 714**

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TWEED SHIRE COUNCIL TIMESHEET (FIELD BASED STAFF)

TIMESHEET MUST BE EMAILED OR FAXED TO JHA BY 9AM MONDAY MORNING

Week Ending Sunday___ /___ / ____	Employee Name:	Unit:	Sector:

Position	Ordinary Hours Worked Mo	Tu	We	Tu	Fr	Sa	Su	Ordinary Plant Hours Mo	Tu	We	Th	Fr	Sa	Time Code	Hours		Class Var	Units / Amount	Job Number Project	Activity	Plant No.	Hr's

Overtime Hours Worked								Overtime Plant Hours						Code	Hours		Class	Units	Job Number		No.	Hr's

Time start work							
Time finish work							
DAILY SUPERVISOR INITIALS							
High Industry Allow / Litter (No. of hr's per day)							
On-Call Allowance							
Meal Allowance							
Blocked lines (sewer block)							
Travelling - Km's							

Assignment continuing: **Yes** **No** **please circle**

Other information/claims: (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					

Employees Signature:	Supervisor name & signature:	Manager name & signature: