JHA recruitment & staff @ work

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

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TWEED SHIRE COUNCIL TIMESHEET

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

Week Ending ___ /___ / ____ | Employee Name: | Position:

Job Description	Ordinary Hours Worked Sa	Su	Mo	Tu	We	Th	Fr	Ordinary Plant Hours S	Mo	Tu	We	Th	Fr	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								**Assignment continuing:**								**Yes**		**No**			**please circle**
Time finish work								**Supervisors** please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.													
DAILY SUPERVISOR INITIALS																					
High Industry Allow / Litter (No. of hr's per day)								Skills													
On-Call Allowance								Punctuality													
Meal Allowance								Attitude													
Blocked lines (sewer block)								Employees Signature:													
Travelling - Km's																					

	Excellent	Good	Average	Poor	Comments
Skills					
Punctuality					
Attitude					

Supervisor name & signature:

Manager name & signature: