



GoldenWest
Apprenticeships

Weeks Ending (Friday) 16th and 23rd December 2016

Fax: 1800 015 599

MMS: 0417 771 267

Email: payroll@goldenwest.org.au

Time Record - Fax or Email / MMS ORIGINAL on or before 10am Tuesday 20th December 2016
Phone (1800 069 164) to verify receipt of timesheet 15 minutes after faxing

Employee name: _____ Host name: _____

Signature: _____ Supervisor Signature: _____

Lunch / Rest Break

Days	Date	Start	Stop	Start	Stop	Total Hours	Comments - eg. Travel, Dirty, College, Annual Leave
Sat	10/12						
Sun	11/12						
Mon	12/12						
Tue	13/12						
Wed	14/12						
Thu	15/12						
Fri	16/12						
Sat	17/12						
Sun	18/12						
Mon	19/12						
Tue	20/12						
Wed	21/12						
Thu	22/12						
Fri	23/12						
Total							

Additional Comments: _____