

# REMINDERS

**SICK LEAVE WILL ONLY BE PAID IF YOU:**

- Phone the office (not your Workforce Officer) **before 8.30am** or **within 1 hour of ceasing work**
- Have supplied a medical certificate for sick days more than 1 day, before or after a public holiday, annual leave day or LOA day

**COLLEGE:**

- College can be submitted on a separate timesheet
- Must write the hours you attended for each day

**WET DAYS WILL ONLY BE PAID IF YOU:**

- Phone the office (not your Workforce Officer) **before 8.30am** or **within 1 hour of ceasing work.**

**ANNUAL LEAVE/LOA WILL ONLY BE ACCEPTED IF:**

- An ATQ leave form has been submitted 1 week prior to leave

# Example



## Timesheet

Timesheets must be received each MONDAY by 12pm MIDDAY

Email: [payroll@atq.com.au](mailto:payroll@atq.com.au) For Enquiries Call: (07) 3441 2699

Name:

My ID Number is:

**Section A. My Details**

My Full Name is John Smith Weekending Date:  /  /   
(Always Sunday's date)

My Host Employer is 123 Build My ID Number is:       
(Send one timesheet for each Host Employer)

My Contact Number is 0412 345 678

My Trade is Carpentry My Year of Trade is (tick):  1st  2nd  3rd  4th  Other

**Section B. My Work Hours from Monday to Sunday – please print clearly in blue or black pen**

DATE	JOB LOCATION <small>(E.g. Site Address, Workshop, College, Sick, Annual Leave, LOA, RDO etc)</small>	HOURS WORKED <small>(DO NOT INCLUDE LUNCH BREAK)</small>	COMMENTS <small>(E.g. Reason for absence or short day) and/or ALLOWANCES <small>(E.g. Meal, Bonus, Living away, etc)</small></small>
Mon <u>09./01./17.</u>	<u>Workshop</u>	<u>8 : 00</u> <small>hrs mins</small>	
Tues <u>10./01./17.</u>	<u>Myer Centre</u>	<u>9 : 15</u> <small>hrs mins</small>	<u>Meal</u>
Wed <u>11./01./17.</u>	<u>Annual Leave</u>	: <small>hrs mins</small>	
Thurs <u>12./01./17.</u>	<u>Logan Hospital</u>	<u>6 : 30</u> <small>hrs mins</small>	<u>Wet Day</u>
Fri <u>13./01./17.</u>	<u>Workshop</u>	<u>7 : 30</u> <small>hrs mins</small>	
Sat <u>14./01./17.</u>	<u>Workshop</u>	<u>7 : 30</u> <small>hrs mins</small>	
Sun <u>15./01./17.</u>		: <small>hrs mins</small>	

**COMMENTS & ALLOWANCES**

- If you are absent from work or have a short day, specify the reason.
- Fill in any extra allowances you are entitled to claim.

**JOB LOCATION**

Must write down the place you worked. If you did not work, write down the reason why (e.g. College, Sick, Annual Leave, LOA, RDO etc)

**Section C. Change of Details (e.g. Bank, Address)**

New mobile: 0411 111 111

TOTAL HOURS:  :   
(must be completed) hrs mins If worked under 38 hrs, please give reasons above.

**Section D. Employee Declaration**

I certify that this timesheet is a true and correct record of my hours worked and allowances claimed this week.

Signature: [Signature] Date: 16/01/17

**Section E. Host Employer Authorisation - please ensure all fields are completed in full**

As the Authorised Host Employer/Supervisor, I have verified these hours and authorise All Trades Queensland to make payment and invoice accordingly, including overtime and allowances as per the details provided.

Name of Authoriser: Till Wilson Company Name: 123 Build  
 Job Title: Supervisor Signature: [Signature] Date: 16/01/17

**HOST EMPLOYER AUTHORISATION**

If your Host Employer has not filled out this section in full, your timesheet will not be processed.



# Timesheet

**Timesheets must be received by 12pm (MIDDAY) MONDAY**

Email: payroll@atq.com.au

For Enquiries Call: (07) 3441 2699

## Section A. My Details

My Full Name is \_\_\_\_\_ Weekending Date:  /  /   
 (Always Sunday's date)

My Host Employer is \_\_\_\_\_  
 (Send one timesheet for each Host Employer)

My Contact Number is \_\_\_\_\_ My ID Number is:

My Trade is \_\_\_\_\_ My Year of Trade is (tick):  1st  2nd  3rd  4th  Other

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Mon ...../...../.....		: hrs mins	
Tues ...../...../.....		: hrs mins	
Wed ...../...../.....		: hrs mins	
Thurs ...../...../.....		: hrs mins	
Fri ...../...../.....		: hrs mins	
Sat ...../...../.....		: hrs mins	
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Name of Authoriser ..... Company Name.....  
 Job Title..... Signature ..... Date...../...../.....



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Mon ...../...../.....		: hrs mins	
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Wed ...../...../.....		: hrs mins	
Thurs ...../...../.....		: hrs mins	
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Sat ...../...../.....		: hrs mins	
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