

Head Office
 5a/11-17 Bryants Road
 Dandenong , Vic.3175
 PO Box 4554 Dandenong Sth. Vic 3164
 Tel 03 9792 9201 Fax 03 9792 9209
 eMail sales@asapersonnel.com.au



Gippsland Office
 126b Commercial Rd
 Morwell Vic. 3840
 PO Box 557 Morwell, Vic.3840
 Tel 5133 9666 Fax 5135 6912
 eMail morwell@asapersonnel.com.au

Employee Name		Trade/Qualification
Client Name		

	Date	Start Time	Break	Finish Time	Normal Time	Time & a half	Double Time	Allowances
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total								
ASA Office Use								

Employee Authorisation

I certify that the above hours are correct and no injuries have been sustained.

I agree that payment due to me may be adjusted for any overpayment or underpayment made in a prior period.

I understand that fees will not be paid unless the Client(Supervisor) has signed this timesheet and ASA Personnel receives my timesheets by Midday Monday.

EMPLOYEE SIGNATURE:

Please sign this form to verify the hours stated are correct and no injuries have been sustained.

CLIENT SUPERVISOR AUTHORISATION:

Client/Supervisor signature:.....Print Name:.....