

APPRENTICE/TRAINEE NAME (FULL NAME):	WORK TELEPHONE:
HOST ORGANISATION:	WEEK ENDING:

Note: Fill in your timesheet every day. This timesheet should reach HTN's Pay Office by email before 3pm each Monday
If you need help call the pay officer on 1300 139 108

Day and Date	Start Time	Stopped for Break	Started Work after Break	Finish Time	Normal Hours Daily Total	Authorised Overtime				PAY OFFICE USE ONLY																			
						Date	Start	Finish	O/T Hours Daily Total	O/T x1.5	O/T x1.75	O/T x2																	
Total Normal Hours at Work						Total Overtime Hours at Work																							
If total hours worked is greater than 38, you need to record your overtime in Authorised Overtime & have your Supervisor Sign.						Supervisor's Signature:				<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>NORMAL HOURS</td><td>=</td></tr> <tr><td>O/Tx1.5</td><td>=</td></tr> <tr><td>O/Tx1.75</td><td>=</td></tr> <tr><td>O/Tx2</td><td>=</td></tr> <tr><td>SAT. PEN</td><td>=</td></tr> <tr><td>SUN. PEN</td><td>=</td></tr> <tr><td>P/Hx2.5</td><td>=</td></tr> <tr><td>B/SHIFT</td><td>=</td></tr> </table>				NORMAL HOURS	=	O/Tx1.5	=	O/Tx1.75	=	O/Tx2	=	SAT. PEN	=	SUN. PEN	=	P/Hx2.5	=	B/SHIFT	=
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