Driver Hire Australia Employee Timesheet

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Employee Name:	Client Name:
Week Ending (Sunday):	Purchase Order Number:

Please ensure that all timesheets are completed clear and readable using the 24 hour clock format for your hours

Day	Date	Job Role	Start Time	Finish Time	Km's	Trip Details From - To	Non Driving Hrs	Bulk DG	Packaged DG	Night Out
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
				TOTAL		TOTAL				

WORK DIARY RECORDS PER TRIP MUST BE SUBMITTED UNDER THE NHVL ALONG WITH THIS SIGNED TIMESHEET

Timesheets must reach our office **SIGNED by 09:00 Monday** morning for work performed each previous week. Failure to do this may result in late payment of wages.

Employee Authorisation:	Client Authorisation:
In signing this timesheet I declare that the above hours are true and correct and that I have NOT sustained any injuries during this assignment. I also confirm that I have worked within the legal limits of the current fatigue management regulation. Signed: _____	I hereby certify that the hours worked are true and accurate and the work was completed to a satisfactory standard. On behalf of my company I agree that temporary staff and specialist contractors are supplied in accordance to Driver Hire's terms of business. Signed: _____