



**APPRENTICE / TRAINEE TIMESHEET
MINE**

MRAEL PAYROLL Contact:
Ph: 1800 643 324
Fax: (07) 4128 5678
Email: payroll@mrael.com.au

EMPLOYEE NAME: _____
MINE: _____
WEEK ENDING / /

PAY CODES	
WK	Work
AL	Annual Leave
SL	Personal Leave
CR	College Release*
PHW	Public Holiday Worked
PHT	Public Holiday Taken

To be paid correctly and on time, all signatures and hours must be filled in correctly.
TIMESHEETS MUST BE RECEIVED BEFORE 3PM MONDAYS

DAY	DATE	START TIME	LUNCH		FINISH TIME	PAY CODE	TOTAL HRS	LATE CRIB		SUPERVISOR AUTHORISATION (please print name)	NT	TH	DT
			ON	OFF				HOURS	Supervisor Init.				
MON Day / Night		am / pm			am / pm								
TUE Day / Night		am / pm			am / pm								
WED Day / Night		am / pm			am / pm								
THU Day / Night		am / pm			am / pm								
FRI Day / Night		am / pm			am / pm								
SAT Day / Night		am / pm			am / pm								
SUN Day / Night		am / pm			am / pm								
* COLLEGE TRAINER SIGNATURE REQUIRED						TOTAL HOURS		Late Crib must be signed by Supervisor to be paid.					

EMPLOYEE AUTHORISATION - I hereby certify the hours stated are true and correct.
Signature: _____

COLLEGE TRAINER AUTHORISATION - I hereby certify the hours stated are true and correct.
Signature: _____

PLEASE CIRCLE YOUR ROSTER:

7hr days
5 DAY 12HR 7 DAY 12HR
A B C D
DAY DAY/NIGHT
1 2 3 4

PLEASE CIRCLE IF YOU WORKED AN OVERTIME

M T W T F S S

MESSAGES FOR PAYROLL:

MRAEL OFFICE USE ONLY: