

APPRENTICE/TRAINEE FORTNIGHTLY TIMESHEET – RIO TINTO ALUMINIUM LIMITED (WEIPA)

EMPLOYEE NAME: _____ MINE: Rio Tinto Aluminium Limited (Weipa) FORTNIGHT ENDING ____ / ____ / ____						To be paid correctly and on time, all signatures and hours must be filled in correctly TIMESHEETS MUST BE RECEIVED BEFORE 3PM MONDAYS										
						Pay Codes										
						WK AL	Work Annual Leave	SL PHW	Personal Leave Public Holiday Worked	CR PHT	College Release * Public Holiday Taken	WD RDO	Wet Day RDO Taken			
Day	Date	Start Time	Lunch		Finish Time	Pay Code	Total Hrs	Late Crib		SUPERVISOR AUTHORITY (Please print name)	NT	TH	DT	Comments (E.g. Overtime Worked)		
			On	Off				Hrs	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											
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: _____						PLEASE CIRCLE YOUR ROSTER: 4 DAYS ON, 4 DAYS OFF Shift 1 2 3 4				MESSAGES FOR PAYROLL:					MRAEL OFFICE USE ONLY:	
						5 DAYS ON (MONDAY – FRIDAY), 2 DAYS OFF Shift 1 2 3 4										