



APPRENTICE/TRAINEE TIMESHEET

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

EMPLOYEE NAME: _____
HOST EMPLOYER: _____
WEEK ENDING: _____

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

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	NT	TH	DT	MESSAGES FOR PAYROLL
			ON	OFF							
MON		am/pm			am/pm						
TUE		am/pm			am/pm						
WED		am/pm			am/pm						
THU		am/pm			am/pm						
FRI		am/pm			am/pm						
SAT		am/pm			am/pm						
SUN		am/pm			am/pm						
*COLLEGE TRAINER SIGNATURE REQUIRED						TOTAL HOURS					

ALLOWANCES:

TRAVEL:

Days	Hours	Supervisor Init

OTHERS:

Days	Hours	Supervisor Init

OTHERS:

Days	Hours	Supervisor Init

MRAEL OFFICE USE ONLY

EMPLOYEE AUTHORISATION – I hereby certify the hours stated are true and correct

Signature: _____

SUPERVISOR AUTHORISATION – I hereby certify the hours stated are true and correct

Signature: _____

Name:
Please print _____

COLLEGE TRAINER AUTHORISATION – I hereby certify the hours stated are true and correct

Signature: _____

Name:
Please print _____