

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:								MRAEL OFFICE USE ONLY:	
						4 DAYS ON, 4 DAYS OFF Shift 1 2 3 4									
COLLEGE TRAINER AUTHORISATION - I hereby certify the hours stated are true and correct. Signature: _____						2 DAYS ON, 2 NIGHTS ON, 4 DAYS OFF Shift 1 2 3 4				MESSAGES FOR PAYROLL:					
						5 DAYS ON (MONDAY – FRIDAY), 2 DAYS OFF Shift 1 2 3 4									