

APPRENTICE/TRAINEE FORTNIGHTLY TIMESHEET

MRAEL Payroll Contact Ph: 1800 643 324 / Fax: (07) 4128 5678

Email: payroll@mrael.com.au

EMPLOYEE NAME:							To be paid correctly and on time, all signatures and hours must be filled in correctly TIMESHEETS MUST BE RECEIVED BEFORE 3PM MONDAYS									
HOOT EMPLOYED Dec IT.								Pay Codes								
FORTNIGHT ENDING / /							WK Work AL Annual Leave		SL Personal Leave PHW Public Holiday Worked				CR College Release * PHT Public Holiday Taken	WD Wet Day RDO RDO Taken		
Day	Date	Start Time	Lur On	och Off	Finish Tin	ne	Pay Code	Total Hrs	NT	Т	ГΗ	DT	Messages For Payroll			
Mon		am/pm	OII	Oii	am/	/pm										
Tue		am/pm			am/	-										
Wed		am/pm			am/	•										
Thu		am/pm			am/	/pm										
Fri		am/pm			am/	/pm										
Sat		am/pm			am/	/pm										
Sun		am/pm			am/	/pm										
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 Other							Other					MRAEL OFFICE USE ONL	Y:			
Days	Hours	Supervisor initials	Supervisor Days		Hours s	Supervisor initials		Days	Hours		Supervisor initials					
EMPLOYEE AUTHORISATION – I hereby certify the hours stated are true and correct: Signature: SUPERVISOR AUTHORISATION hereby certify the hours stated are correct: Signature:																