## Employee Time Sheet & Daily Review please EMAIL to <u>TIMESHEETS@AdvancedGroupServices.com.au</u> \*\*\*\*\*\*TIMSHEETS MUST BE FULLY COMPLETED OR PAYMENT MAY BE DELAYED\*\*\*\*\*

ADVANCED Group
"Specialist in Construction & Civil Works"

Office 3, 122A Belmore Road RANDWICK, NSW 2031 Ph: 1300 299 818, Fax: (02) 8079 6646 www.AdvancedGroupServices.com.au

**Phone Employee Name Employee Instructions Client Instructions** 1. Have your supervisor check, sign & initial your time sheet EVERY day. 1. Print and sign your name in the space provided. 2. No supervisor signature means - NO PAY 2. Initial the appropriate column of the Daily Performance Review relating to Advanced employee performance. 3. Fax or email your time sheet by 5:00pm every Monday. If we don't receive you don't get paid until week later 3. Note task performed by Advanced Group employee each day. 4. Confirm your timesheet has been received by contacting the office on 1300 299 818 once you have sent it. 4. Advanced Group employees will only be paid if your name & signature are clearly provided. ADVANCED GROUP: EMPLOYEE TO COMPLETE CLIENT: MUST COMPLETE NAME AND SIGNATURE Start **Finish** Lunch Hours **Client/ Company Supervisor Name** Job Site - Address **Supervisor Signature** Date Day worked Name (Circle) (Circle) (Minutes) (Please print clearly) AM/PM AM/PM MON ADVANCED Task performed: AM / PM AM/PM TUES ADVANCED Task performed: AM / PM AM/PM WED ADVANCED Task performed: AM / PM AM/PM **THURS** ADVANCED Task performed: AM/PM AM/PM FR ADVANCED Task performed: AM / PM AM/PM ADVANCED Task performed: AM/PM AM/PM SUN ADVANCED Task performed: