

Employee Name							Phone					
Employee Instructions							Client Instructions					
1. Have your supervisor check, sign & initial your time sheet EVERY day. 2. No supervisor signature means - NO PAY 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 4. Confirm your timesheet has been received by contacting the office on 1300 299 818 once you have sent it.							1. Print and sign your name in the space provided. 2. Initial the appropriate column of the Daily Performance Review relating to Advanced employee performance. 3. Note task performed by Advanced Group employee each day. 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			Daily Performance Reviews (Supervisor initial required)		
Day	Date	Start (Circle)	Finish (Circle)	Total Hours	Job Site – Address	Client/ Company Name	Supervisor Name – Please print clearly	Supervisor Signature	Expectation			
									Above	Met	Below	
MON		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
TUES		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
WED		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
THURS		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
FRI		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
SAT		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											
SUN		<u>AM / PM</u>	<u>AM / PM</u>									
	ADVANCED Task performed:											