

Please email timesheets to  
[TIMESHEETS@AdvancedGroupServices.com.au](mailto:TIMESHEETS@AdvancedGroupServices.com.au)

\*\*\*\*\*TIMSHEETS MUST BE FULLY COMPLETED AND EMAILED BY COB MONDAY (5PM)  
 OR PAYMENT MAY BE DELAYED\*\*\*\*\*



Unit 2, 122A Belmore Road  
 RANDWICK, NSW 2031  
 Ph: 1300 299 818, Fax: (02) 8079 6646  
[www.AdvancedGroupServices.com.au](http://www.AdvancedGroupServices.com.au)

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 <u>AND</u> SIGNATURE		
Day	Date	Start (Circle)	Finish (Circle)	Lunch	Total Hours	Site Address	Client/ Company Name	Supervisor Name	Supervisor Signature
MON		<u>AM / PM</u>	<u>AM / PM</u>						
TUES		<u>AM / PM</u>	<u>AM / PM</u>						
WED		<u>AM / PM</u>	<u>AM / PM</u>						
THURS		<u>AM / PM</u>	<u>AM / PM</u>						
FRI		<u>AM / PM</u>	<u>AM / PM</u>						
SAT		<u>AM / PM</u>	<u>AM / PM</u>						
SUN		<u>AM / PM</u>	<u>AM / PM</u>						