



“Precision with People”

## **GO AHEAD GROUP - DAILY TIMESHEET**

**Phone number: 03 8368 2690**  
**Email: [admin@goaheadgroup.com.au](mailto:admin@goaheadgroup.com.au)**

### **EMPLOYEE INSTRUCTIONS:**

1. Have your supervisor check & sign your timesheet **EVERY** day
2. No supervisor signature means NO PAY
3. Please e-mail your timesheet to GO AHEAD GROUP by 10 AM on Monday morning to avoid any delay in processing your pay.

Go Ahead Worker Name:	Mobile:	Week Ending:
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<u>Day</u>	<u>Date</u>	<u>Start Time</u> <u>(AM/PM)</u>	<u>Finish Time</u> <u>(AM/PM)</u>	<u>Ordinary</u>	<u>Time &amp;</u> <u>Half</u>	<u>Double</u> <u>Time</u>	<u>TOTAL</u>	<u>CLIENT / SITE ADDRESS</u>	<u>SIGNATURE</u> <u>(SUPERVISOR)</u>	<u>Comments/ NOTES/ Work</u> <u>performed</u>
Mon										
Tues										
Wed										
Thu										
Fri										
Sat										
Sun										
Total										

By signing this timesheet, you are authorizing GO AHEAD GROUP to invoice your company these exact hours & pay accordingly. Any alteration must be notified in writing to Head Office within 24 hours of signing this timesheet.