



"Precision with People"

GO AHEAD GROUP - DAILY TIMESHEET

Phone number: 03 8368 2690

Email: payroll@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> <small>(AM/PM)</small>	<u>Finish Time</u> <small>(AM/PM)</small>	<u>Lunch</u>	<u>TOTAL</u>	<u>CLIENT / SITE ADDRESS</u>	<u>SIGNATURE (SUPERVISOR)</u>	<u>Comments/ NOTES/ Work performed</u>
				<u>Break</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.