



Tel: (03) 8368 2690, Email: payroll@goaheadgroup.com.au

EMPLOYEE INSTRUCTIONS:

1. Employee must Fill out Full Name including SURNAME
2. Have your supervisor check & sign your timesheet EVERY day
3. NO supervisor signature means NO PAY
4. Please e-mail your timesheet to GO AHEAD GROUP by 10 AM on Monday morning to avoid any delay in processing your pay
5. If you work more than 5 hours, you must have 30 mins unpaid lunch break, Finish time must include 30 mins unpaid lunch.

Employee: _____

Mobile number: _____

Week Ending: _____ / _____ / _____

Day	Date	Start (hh:mm)	Finish (hh:mm)	Lunch (hh:mm)	Client/Company Name	Sites Address / Job Code	Supervisors Name	Supervisors Signature
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

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