

4 C GROUP EMPLOYEE TIME SHEET

- Time sheets are to be completed by the employee honestly and correctly daily, with the signature of a manager from the nominated company.
- 4 C Group's week starts on Thursday's and finishes Wednesday, A new timesheet is required for each work week and for every job site.
- Timesheet must be signed and emailed /faxed to accounts@4cgroup.com.au no later than Thursday morning at 6:00am, ready for processing.

Employee Name:	Job Description:
location of job sight:	Builders/Company Name:

<u>DAY:</u>	<u>Date:</u>	<u>Start time:</u>	<u>Lunch break:</u>	<u>Finish time:</u>	<u>Total Hours:</u>	<u>Builders Name:</u>	<u>Builders Signature:</u>
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							

NOTES: _____

Total weekly Hrs.	
--------------------------	--

BY Signing this Time sheet both parties totally agree with the information documented above.

Employee's Name: _____

Builder's/foreman's Name: _____

Employee's Signature: _____

Builder's/foreman's Signature: _____

4 C GROUP EMPLOYEE TIME SHEET