



CHEFS ON THE RUN AUSTRALIA PTY LTD

ABN 91 083 144 665

EMPLOYEE TIME SHEET



Employee Name: _____	Client: _____
Employee Signature: _____	Site: _____
Week ending: _____	Address: _____
	Contact: _____

Please ensure that time sheets are completed in full and signed each day by an authorised person at the site you have worked at.

You must not work longer than 5.5 hours without at least a 30 minute break.

Send your time sheets to us by email or fax as soon as you finish your shift at the site.

All time sheets need to be received by your state office by Sunday Midnight.

Unauthorised time sheets are invalid.

Failure to comply with the above may result in delayed payment.

TOP COPY > KEEP
BOTTOM COPY > CLIENT

Date	Day	Classification	Start Shift	Start Break	Finish Break	Finish Shift	Total Hours	Authorised by (Print name)	Client Signature
				Break must be shown					
	Mo								
	Tu								
	We								
	Th								
	Fr								
	Sa								
	Su								
Other (example pre-authorised Travel etc..)									

COTR USE

Comments: _____

Performance: Excellent Very Good Good Average Not Suitable

VIC
Email: melbourne@chefsontherun.com.au
Fax: (03) 9600 4143

NSW
Email: sydney@chefsontherun.com.au
Fax: (02) 9415 3900

QLD
Email: brisbane@chefsontherun.com.au
Fax: (07) 3391 2707