



Fax: (02) 4276 9866 before 5pm Monday to ensure payment this week

Time Sheet

Your Name:	Employee Position:
Client Name:	Client Address:
Week Ending Date:/...../..... i.e. Saturdays Date	Supervisors Name:

Day	Date	Time Start Hour Time	24 Time Finish Hour Time	24 Break	Ord.	Shift DS/AS/NS	T1.5	T2.0	T2.5	Total Hrs	Travel	Meals	Other	Authorised by client
Sunday														
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														

Employee Agreement, Section 13, Payment of Wages
 Payment for your work will be made by the Edmen Group on a weekly basis only upon receipt of an Edmen Group timesheet, correctly completed and with appropriate authorisation by an approved client supervisor or by some other method defined by the Edmen Group.

Employee Agreement, Section 11, OH&S
 The Edmen Group is dedicated to maintaining a safe working environment for all of its employees, therefore if you are involved in (1) near miss (2) an incident whilst at work, you must report it to your supervisor and contact the Edmen Group immediately - 24hrs/day, 7days/week.

- Timesheet Methods**
1. Fax - Please phone to check fax received.
 2. Mail - Please phone to check timesheet received.
 3. In Person - Handed In to Reception.
 4. After Hours - Fax or mail box at the front gate
 5. Email - Scanned signed copy to timesheet@edmen.com.au

CONTACT
 Wollongong Region: Ph (02) 4276 9800
 210 Shellharbour Rd, Warrawong, NSW 2502
 Sydney Region: Ph (02) 9588 7755
 700 Princes Hwy, Kogarah, NSW 2217 EMAIL: timesheet@edmen.com.au

In order to ensure the effective processing of pays and that you may receive your pay on time, timesheets must be received by Edmen Group by 5pm Monday. The delay of any timesheet must be followed up by a phone call to Edmen Group. **If we don't have your time sheet in by 5pm Monday you will be paid the following week.**

REMINDER: It is YOUR responsibility, not that of the client, to submit your timesheet. You personally must ensure that it is submitted on time.

Messages to payroll