



F_0033_TSVCC_2.0

PROTECH WEEKLY TIMESHEET – TOWNSVILLE CITY COUNCIL

PLEASE EMAIL YOUR TIMESHEET TO:

MYPAY@PROTECH.COM.AU

| | | | | | | | | | |
|-------------------------------|--|-----------------------------|--|------------------------------|--|-----------------|--|-------------------------------|--|
| Company Name: | | Site Name: | | State: | | WE Date: | | Emp ID: (from Payslip) | |
| Print Employee Name: | | Employee Position: | | Employee Signature: | | | | | |
| Print Supervisor Name: | | Supervisor Position: | | Supervisor Signature: | | | | | |

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|---|--|---|---|
| <p>EMAIL SCANNED TO: mypay@protech.com.au BY MIDDAY EACH MONDAY Please Note: LATE TIMESHEETS MAY NOT BE PROCESSED UNTIL THE NEXT WEEK. We CANNOT ACCEPT timesheets that are not signed by your supervisor.</p> | *SITE SAFETY CONFIRMATION | | |
| | <p>Please note: By Signing this Timesheet above you are confirming that all the Site Safety tasks across have been completed by this employee. If this is incorrect advise your Protech Consultant immediately.</p> | <p>On Site Induction Initial Tasks Supervised</p> | <p>Site/Task Specific Training Work Method/JSA Provided</p> |

| Day | Date | Shift (D) (A) or (N) | Enter in 24 hour Format | | Meal Break | Total | Extra Information (Please note here all relevant information) e.g. Cost Code/Description/Site/Unit/Job No | Protech Internal Use Only PLEASE LEAVE INSIDE OF DOUBLE LINES BLANK | | | | |
|-----------|------|----------------------|-------------------------|--------|------------|-------|---|--|------|----|------|-------|
| | | | Start | Finish | | | | ORD | 1.5x | 2x | 2.5x | Shift |
| Wednesday | / | | : | : | 00:30 | | | | | | | |
| Thursday | / | | : | : | 00:30 | | | | | | | |
| Friday | / | | : | : | 00:30 | | | | | | | |
| Saturday | / | | : | : | 00:30 | | | | | | | |
| Sunday | / | | : | : | 00:30 | | | | | | | |
| Monday | / | | : | : | 00:30 | | | | | | | |
| Tuesday | / | | : | : | 00:30 | | | | | | | |

Total Hours

Note: Banked Pay is now processed through your MyPay portal.

All Banked Pay is managed by employees

| | | | | | | |
|-------------------------|---------------|---------------|--|--------------------|-------------|--|
| TOTALS: | | | | | | |
| JO | | DATE | | CLIENT CODE | | |
| EXT BY | ENT BY | PO NOS | | | DAYS | |
| NOTES/ALLOWANCES | | | | | | |

| | | | | | |
|--|--|--|--|--|---|
| | All accidents, incidents, near misses or visits to first aid/site clinics, must be reported to the Protech Injury Reporting Number immediately on 1800 880 942 after initial treatment and after reporting the incident to your site supervisor. | | All entries on this timesheet are regarded as documentary evidence and that by signing the timesheet as a client you agree to the Terms and Conditions of Business and as an employee to the Terms and Conditions of Employment, as issued by Protech. | | For any queries or to contact MyPay: 1800 477 683 |
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