

TIMESHEETS MUST BE SIGNED AND SUBMITTED TO
timesheets@magroup.org BY **12PM MONDAY** TO ENSURE NO DELAY
 IN PAYMENT. IT IS YOUR RESPONSIBILITY TO GET YOUR
 TIMESHEET APPROVED BY A SUPERVISOR



MAG TIMESHEET

Apprentice Name _____

Week Ending (Sunday) _____

HOST EMPLOYER _____

Site Address: _____

DAY	DATE	ACTIVITY CODE	START TIME (7:00am)	BREAK (E.g. 30 mins)	FINISH TIME (3:30pm)	TOTAL HOURS	COMMENTS	SUPERVISORS INITIAL
MONDAY				Y / N				
TUESDAY				Y / N				
WEDNESDAY				Y / N				
THURSDAY				Y / N				
FRIDAY				Y / N				
SATURDAY				Y / N				
SUNDAY				Y / N				

ACTIVITY CODE	
Worked	WD
Trade School	TS
Annual Leave	AL
Personal/Sick	PL
Public Holiday	PH
Rostered Day Off	RDO
Inclement Weather	IW
Unplaced	UP
Downtime (Unpaid)	DUP

EMPLOYEE AUTHORISATION – I hereby certify the hours stated are true and correct. I understand the consequences of providing false information. I also acknowledge no injury, near-miss or accident occurred whilst working for the Host Employer.

Signature _____

Date _____

SUPERVISOR AUTHORISATION – I confirm that I am authorised to approve the above hours. I acknowledge the TOTAL HOURS paid to the apprentice will be charged at the agreed rates stated in MAG's Terms & Conditions.

Print Name _____ A Grade Licence No. _____

Signature _____ Date _____

OFFICE USE ONLY

Total Ordinary Hours	
Time & ½	
Double Time	
Trade School	
RDO/Leave	
TOTAL HOURS PAID	
Travel Allowance	
Start/Finish on site	
Meal Allowance	