



# TIMESHEET - TRAFFIC CONTROLLER



<b>TC Name:</b>					<b>TC Signature:</b>				<b>Office Use Only</b>		
<b>Client Name:</b>					<b>I Certify that the Details Shown on this Timesheet are True and Accurate.</b>						
<b>Address:</b>									<b>Pay Level:</b>		
Date	Day	PO Number	Docket No	Start Time (On Site)	Lunch	End Time (Off Site)	Total Hrs	Travel Code	HRS	KMS	Fares
: :	Mon			:		:					
: :	Tues			:		:					
: :	Wed			:		:					
: :	Thur			:		:					
: :	Fri			:		:					
: :	Sat			:		:					
: :	Sun			:		:					

TRAVEL CODES		
CODE	PAYMENT	REASON
A	Fares	Drive Co. Vehicle < 50km to site
B	Fares + Hrs Traveled	Drive Co. Vehicle > 50km to site
C	Hrs Traveled	Drive Co. Vehicle and pick up crew on way to site
D	Fares	Drive own vehicle < 50km to site
E	Fares + Hrs + Kms	Drive own vehicle > 50km to site
F	Hrs @ Ord Time	Picked up by Co. Vehicle at Depot and traveled to site
G	NIL	Picked up by Co. Vehicle < 2km from home and traveled < 50km to site
H	Hrs @ Ord Time	Picked up by Co. Vehicle < 2km from home and traveled > 50km to site
I	Fares	Picked up by Co. Vehicle > 2km from home and traveled < 50km to site
J	Hrs @ Ord Time	Picked up by Co. Vehicle > 2km from home and traveled > 50km to site

<b>Additional Notes :</b>									
<p>Ensure your timesheet is authorized by the Client and Submitted <b>NO LATER THAN 9:00AM MONDAYS</b>, Late timesheets will not be paid until next pay run.</p> <p>Timesheets submitted <b>WITHOUT CORRESPONDING DOCKETS</b> will not be paid until received and in the next pay run.</p> <p><b>WORK HEALTH &amp; SAFETY</b> concerns must be reported to your Supervisor &amp; Men At Work <b>IMMEDIATELY</b>.</p>	<table border="1"> <tr> <td><b>Client Name :</b></td> <td></td> </tr> <tr> <td><b>Site Supervisor Name :</b></td> <td></td> </tr> <tr> <td><b>Signature :</b></td> <td></td> </tr> <tr> <td><b>Date :</b></td> <td></td> </tr> </table>	<b>Client Name :</b>		<b>Site Supervisor Name :</b>		<b>Signature :</b>		<b>Date :</b>	
<b>Client Name :</b>									
<b>Site Supervisor Name :</b>									
<b>Signature :</b>									
<b>Date :</b>									

**Stephen Crabtree** 0407 764 016 Commercial Manager  
**Rob Mckelvie** 0447 710 074 Northern Manager  
**Jeremy Segol** 0447 799 122 Operations Manager

**EMERGENCY** 000