



## TIMESHEET – TRAFFIC CONTROLLER

Please ensure that your timesheet is authorised by the client and submitted **NO LATER THAN 9AM Monday**.  
Timesheets that are submitted LATE or without CORRESPONDING DOCKETS may not be paid until received & in the next pay week.  
Email Time Sheets: [timesheets@mawaw.com.au](mailto:timesheets@mawaw.com.au)

<b>Name:</b>					<b>Signature:</b>				<b>Office Use Only</b>		
<b>Client Name:</b>					I certify that the details shown on this Timesheet are true and accurate.						
<b>Site Address:</b>									<b>Pay Level:</b>		
Date	Day	PO Number	Docket No	Start Time On Site	Lunch	End Time Off Site	Total Hours	Travel Code	KMs	Hours	
	Mon										
	Tue										
	Wed										
	Thur										
	Fri										
	Sat										
	Sun										
Team Leaders to record accurate address details (street No, landmarks etc) and details of travel arrangements (e.g if in own car, or picked up and if so, where)						<b>Total Hours</b>				<b>Travel Codes</b>	
Mon						<b>Code</b>	<b>Payment</b>	<b>Reason</b>			
Tue						<b>A</b>	Fares	Drive Co. Veh < 50km to site			
Wed						<b>B</b>	Fares + Hrs Travelled	Drive Co. Veh > 50km to site			
Thu						<b>C</b>	Hrs Travelled	Drive Co. Veh & pick up crew on way to site			
Fri						<b>D</b>	Fares	Drive own Veh < 50km to site			
Sat						<b>E</b>	Fares + Hrs + Kms	Drive own Veh > 50km to site			
Sun						<b>F</b>	Hrs @ Ord Time	Picked up by Co. Veh at Depot and travelled to site			
Notes:						<b>G</b>	Nil	Picked up by Co. Veh < 2km from home and travelled < 50km to site			
<b>Client Name:</b>			<b>MAWAW Contacts</b>			<b>H</b>	Hrs @ Ord Time	Picked up by Co. Veh < 2 km from home and travelled > 50km to site			
<b>Site Spvr Name:</b>			<b>South</b>	<b>Lisa Smith</b>	<b>0481155918</b>	<b>I</b>	Fares	Picked up by Co. Veh > 2km from home and travelled < 50km to site			
<b>Signature:</b>			<b>Central</b>	<b>David Barnes</b>	<b>0457711344</b>	<b>J</b>	Hrs @ Ord Time	Picked up by Co. Veh > 2km from home and travelled > 50km to site			
<b>Date:</b>			<b>North</b>	<b>Alan Brannagan</b>	<b>0431684760</b>	<b>Report Incidents &amp; Injuries to your Supervisor</b>					