



**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>					<b>I certify that the details shown on this Timesheet are true and accurate.</b>								
<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												
	<b>Sat</b>												
	<b>Sun</b>												
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>Brendan Nguyen</b>	<b>0431684760</b>	<b>Report Incidents &amp; Injuries to your Supervisor</b>						

