



EAST COAST APPRENTICESHIPS

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 Ph: (07) 3881 3166
 www.ecapprenticeships.com.au

DISTRIBUTION
 White - East Coast
 Blue - Host
 Green - Apprentice

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Email Time Sheets to: timesheets@ecapprenticeships.com.au
 or Fax to this Number: (07) 3205 8830

TIME SHEET WEEK ENDING / /

EMPLOYEE DETAILS PLEASE PRINT		NAME:	HOSTS TRADING NAME
CODE	GROUP		

RETURN EVERY FRIDAY

ATTENDANCE AT WORK

DAY	DATE	START	LUNCH START	LUNCH FINISH	FINISH	HOURS WORKED	LOCATION (eg. Site/Workshop / TAFE / RDO / Sick / Annual Leave / Public Holiday etc.)
S	/						
S	/						
M	/						
T	/						
W	/						
T	/						
F	/						
TOTAL HOURS WORKED ➔							

I certify the above information is correct.

Apprentice Signature: _____

Host Employer Signature: _____

Claims for sick pay must be accompanied by a doctor's certificate for more than two days.

MESSAGES TO OFFICE: e.g. Change of Address/Phone
 Extra Klms

OFFICE ONLY	RDO	+	-
	Ord		
	T1/2		
	DT		
	RDO		ECA
	College		ECA
	Wet		ECA
	PH		ECA
	SL		ECA
	AI		ECA
	Loading		ECA
	Tranar	@\$	ECA