



EAST COAST APPRENTICESHIPS

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 www.ecapprenticeships.com.au

DISTRIBUTION
 White - East Coast
 Blue - Host
 Green - Apprentice

A

Email Time Sheets to: timesheets@ecapprenticeships.com.au

TIME SHEET WEEK ENDING

/ /

EMPLOYEE DETAILS PLEASE PRINT		NAME:	HOSTS TRADING NAME
CODE	GROUP		

RETURN EVERY FRIDAY

DAY	DATE	START	LUNCH START	LUNCH FINISH	FINISH	HOURS WORKED	LOCATION (eg. Site / College / 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: _____

Medical Certificate required for more than 2 days sick leave.

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
	AL		ECA
Loading		ECA	
		@\$	ECA