

FIELD BASED STAFF



JHA RECRUITMENT & STAFF @ WORK
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TWEED SHIRE COUNCIL TIMESHEET (FIELD BASED STAFF)
 TIMESHEET MUST BE EMAILED OR FAXED TO JHA BY 9AM MONDAY MORNING

Week Ending Sunday ___ / ___ / ___														Employee Name: _____														Unit: _____				Sector: _____			
Position	Ordinary Hours Worked							Ordinary Plant Hours							Time	Hours	Class	Units /	Job Number				Plant												
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Code		Var	Amount	Project		Activity		No.	Hr's												
Overtime Hours Worked							Overtime Plant Hours							Code	Hours	Class	Units	Job Number				No.	Hr's												
Time start work														Assignment continuing: Yes No please circle																					
Time finish work														Other information/claims: (For higher grade pay please write the "job grade and point" claimed and reason)																					
DAILY SUPERVISOR INITIALS														Supervisors please take a minute to grade this person for suitability. This information helps us provide you with the right people in the future.																					
High Industry Allow / Litter (No. of hr's per day)																Excellent	Good	Average	Poor	Comments															
On-Call Allowance																Skills																			
Meal Allowance																Punctuality																			
Blocked lines (sewer block)																Attitude																			
Travelling - Km's															Employees Signature:				Supervisor name & signature:				Manager name & signature:												