

# EMPLOYEE TIME SHEET & DAILY REVIEW

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**EMPLOYEE NAME:** \_\_\_\_\_ **PH:** \_\_\_\_\_

**EMPLOYEE INSTRUCTIONS:**

1. Have your supervisor check, sign & initial your time sheet EVERY day.
2. No supervisor signature means - NO PAY
3. Make sure your supervisor notes the task you performed each day.
4. Fax or email your time sheet by 5:00pm every Monday. If we don't receive you don't get paid until week later
5. Confirm your timesheet has been received by contacting the office on 1800601664 once you have sent it

**CLIENT INSTRUCTIONS:**

1. Sign off daily the Advanced Group Employee's start time and finish time.
2. Print your name next to your signature in the space provided.
3. Initial the appropriate column of the Daily Performance Review relating to Advanced employee performance.
4. Note task performed by Advanced Group employee each day.
5. Advanced Group employees will only be paid if your name & signature are clearly provided.

Advanced Group - <u>EMPLOYEE</u> to complete							<u>CLIENT</u> to complete		DAILY PERFORMANCE REVIEWS Supervisor initial required in 1 column only		
DAY	DATE	START	FINISH	TOTAL HOURS Including Breaks	JOB SITE - ADDRESS	CLIENT / COMPANY NAME	SUPERVISOR SIGNATURE	SUPERVISOR NAME - please print clearly	ABOVE EXPECTATION	TO EXPECTATION	BELOW EXPECTATION
MONDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
TUESDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
WEDNESDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
THURSDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
FRIDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
SATURDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				
SUNDAY		AM / PM	AM / PM								
							ADVANCED Task Performed -				

\*\*\*\*\* TIMESHEETS MUST BE FULLY COMPLETED OR PAYMENT MAY BE DELAYED \*\*\*\*\*