



Angie Caccamo, Recruitment Manager
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**DEADLINE for Timesheet is 7am Monday,
 can be sent on Friday afternoons**

Timesheet must be emailed to angie@canex.com.au or a photo taken and be sent as a text to 0418137553. Photo must include the full timesheet including the date column on the left-hand side and a signature by the client confirms what you will be paid.

IMPORTANT INFORMATION

Pay day is every Thursday by midday. Client's signature confirms what you will be paid. No signature, you will not be paid. Ensure the timesheet is clear when emailing or texting. Break time must recorded in column, if you do not take a break, please put no break. This is a legal document.

DAY	DATE	CLIENT NAME	LOCATION SUBURB	START TIME	LESS BREAK	FINISH TIME	TOTAL HRS WORKED	Please read the authorisation clause at the bottom of the timesheet before signing	
								Supervisor Signature	Employee Name
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
TOTAL									

Candidate Authorisation: By signing this timesheet I certify that the above hours are correct. I agree that any payment due to me may be adjusted by setting off any overpayment made in a prior period should my timesheet not agree with payments already paid. I understand that wages will not be paid unless the client (direct supervisor) has signed this timesheet. This is a legal document.

Your Name (print): _____

Your Signature: _____