

TIME SHEET

MERRI CREEK MANAGEMENT COMMITTEE

FORTNIGHT ENDING:..... NAME.....

Over time can be taken
as paid time or accrued
T.I.L Hrs

(+) means time used
(-) means time earned

JOB SPLIT

DAY	ARRIVE	DEPART	LUNCH (Mins)	ACT'L HRS WORK (exc.o'time)		FLEX. HRS (+OR-)	T.I.L. HRS TAKEN	ANN'L LEAVE	SICK LEAVE	OTHER LEAVE	TOTAL NORM HRS	OVER TIME		DAILY TOTAL normal + o't.###								
				normal	train'g							T.I.L Hrs ACCR'D 1.5****	PAID									
													1.5		2							
MON																						
TUES																						
WED																						
THUR																						
FRI																						
SAT																						
SUN																						
MON																						
TUES																						
WED																						
THUR																						
FRI																						
SAT																						
SUN																						
TOTAL																						

JOB	WORK'D HOURS	T.I.L. TAKEN	SICK LEAVE	ANN LEAVE	OVER TIME
M3					1.5
M4					2
M					
E01A					
E01B					
E02					
E03					
E04					
E05					
E06					
E07					
E08					
E09					
E10A					
E10B					
E11					
E12					
TOTAL					

INFECT MAT ALLOW

DATES	

SIGNATURE: **AUTHORISED BY:**

**** Record actual hours of T.I.L. overtime in this column #### Record T.I.L.hrs x 1.5 in this column
N.B. For public holidays, write "Public Holiday" in the 'arrive/depart' section and fill in 'total normal hours' as usual.