

SASW Timesheet

Week Commencing: _____

Apprentice Name: _____

Site name and Location: _____



			Minimum of 30 minutes to be taken for breaks		SUBMIT BY MONDAY 11 AM	
Day	Start time	Finish Time	Total Hours	Total Breaks	Total Hours (less breaks)	Daily activities
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL WEEKLY HOURS						

PLEASE NOTE BREAKS ARE UNPAID AND A MINIMUM OF 30 MINUTES SHOULD BE ENTERED IN THE BREAKS COLUMN

TIMESHEETS ARE VERIFIED WITH HOST CONTRACTORS AND COLLEGE, FALSIFICATION OF TIMESHEETS IS GROSS MISCONDUCT AND MAY LEAD TO DISMISSAL

I certify that these hours are a true and accurate record of all time worked during the pay period.

Apprentice Signature: _____ Date: _____

Comments on working week from Apprentice: _____

Supervisor Name: _____ Supervisor Tel No: _____

Supervisor Signature: _____ Date: _____

Comments on working week from Supervisor: _____

Have you been involved in any reportable accidents or near misses on site this week? NO

If YES please describe the accident or near miss. _____