



PO BOX 537 BYRON BAY NSW 2481

Email: payroll@jharecruitment.com.au

Week Ending Sunday ___/___/___	JHA Employee Name:	Unit Name:	Sector Name:
--	--------------------	------------	--------------

TWEEED SHIRE COUNCIL Job Description	Ordinary Hours Worked							Ordinary Plant Hours							Time	Units /	Job Number				Plant	
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Code	Hours		Class	Var	Amount	Project	Activity	No.

Job Description	Overtime Hours Worked							Overtime Plant Hours							Code	Hours	Class	Units	Job Number				No.	Hr's

Time start work			TIMESHEET MUST BE EMAILED OR FAXED TO SPINIFEX BY 10AM MONDAY MORNING																			
Time finish work			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 Ind Allow / Litter				Excellent	Good	Average	Poor	Comments														
On-Call Allowance			Skills																			
Meal Allowance			Punctuality/Attitude																			
Blocked lines (sewer block)			Assignment continuing:												Yes	No	please circle					
Travel excess - Km's (am)			Spinifex Employee signature						Supervisor name and signature						Manager signature							
Travel excess - Km's (pm)																						