



Trainee Timesheet

Week commencing:

Trainee:

Host Company:

Week ending: **6-Jan-00**

Day	Date	Start Time	Lunch Break (hrs / minutes)	Finish Time	Hours / Minutes	Explanation (if req'd)
Thu	0-Jan-00				0:00	
Fri	1-Jan-00				0:00	
Sat	2-Jan-00				0:00	
Sun	3-Jan-00				0:00	
Mon	4-Jan-00				0:00	
Tue	5-Jan-00				0:00	
Wed	6-Jan-00				0:00	

Future Force office use Only

Normal hours	Paid personal / leave	Annual leave	Time x 1.25	Time x 1.5	Time x 2	Time x 2.5	Total hours
							Totals

Trainee signature _____

Authorising Supervisor _____

Auth. Spvr signature _____

Please forward completed & signed timesheet to e-mail:
admin@futureforce.com.au
 by 3.00pm each Wednesday
 enquiries: T: 03 9375 3100

Additional comment / explanation (if required)

Future Force office use only
 Unpaid leave: