



Angie Battaglia, Recruitment Co-ordinator
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DEADLINE for Timesheet is 7am Monday

Timesheet must be emailed to admin@canex.com.au or a photo taken and be sent as a text to 0418137553. Photo must include 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. 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.

**Timesheet must be signed by your Site Supervisor, no signature by your Site Supervisor will result in not being paid.
 One timesheet per client is required, if you work for more than one client in a week, please provide a timesheet for each client**

DAY	DATE	CLIENT NAME	LOCATION	START TIME	LESS BREAK	FINISH TIME	TOTAL HRS WORKED	Please read client authorisation clause* before signing	
								Supervisor Signature	Tasks Completed
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 fees will not be paid unless the client (direct supervisor) has signed this timesheet.

***Client Authorisation:** By signing this form you are verifying that the hours stated are correct. Signature of this timesheet shall be deemed as acceptance of the Canex Resources terms of business.

Your Name (print): _____

Your Signature: _____