



E: [TRAFFIC@SGSECURITY.COM.AU](mailto:TRAFFIC@SGSECURITY.COM.AU) Tel: (02) 9645 4446

Position: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

**"Together we build the future of services"**

## WEEKLY TIMESHEET

Day	Date	Start Time	Finish time	Brk	Hours	Client Name	Project Suburb	Supervisor Sign	Supervisor Name
Monday	/ /			(Y/N)					
Tuesday	/ /			(Y/N)					
Wednesday	/ /			(Y/N)					
Thursday	/ /			(Y/N)					
Friday	/ /			(Y/N)					
Saturday	/ /			(Y/N)					
Sunday	/ /			(Y/N)					

**To Ensure security of your payment, timesheet must:**

- Be submitted by midnight Saturday: [Traffic@sgsecurity.com.au](mailto:Traffic@sgsecurity.com.au)
- All Signatures provided, with correct timing
- Pays will NOT be approved without supervisor Signature
- It is your responsibility to EMAIL or take a photo on your mobile phone and send your timesheet to [Traffic@sgsecurity.com.au](mailto:Traffic@sgsecurity.com.au) to reach Scorpion Payroll for payments to be processed the following week.

Total Hours:

**Employee Sign:**