



Contractor Timesheet



Timesheet MUST be emailed to timesheets@itch.com.au EVERY WEEK
 (Including when no hours are worked for the week).

PART A | Contractor to Complete

Contractor Name		Position				
Client Name		Site / Location				
		<input type="checkbox"/> Perth Based Training				
Day	Date	Start Time <small>Hours : Minutes</small>	Finish Time <small>Hours : Minutes</small>	Shift Type <small>Training / Day / Night</small>	Total Hours <small>Hours : Minutes</small>	Zero Hours
Example	01/06/2021	06:00 <small>(24 hours)</small>	18:00 <small>(24 hours)</small>	Day	12:0*	<input checked="" type="checkbox"/>
MONDAY	/ /	:	:		:	<input type="checkbox"/>
TUESDAY	/ /	:	:		:	<input type="checkbox"/>
WEDNESDAY	/ /	:	:		:	<input type="checkbox"/>
THURSDAY	/ /	:	:		:	<input type="checkbox"/>
FRIDAY	/ /	:	:		:	<input type="checkbox"/>
SATURDAY	/ /	:	:		:	<input type="checkbox"/>
SUNDAY	/ /	:	:		:	<input type="checkbox"/>
Times are to be rounded to the nearest 15 minutes. *Time Calculation Guide: 15 minutes = 0.25 hours, 30 minutes = 0.5 hours, 45 minutes = 0.75 hours.					Total Hours	:
My next Fly In <input type="checkbox"/> / Fly Out <input type="checkbox"/> date is			/ /	*Itinerary emailed to Itch?		<input type="checkbox"/> YES <input type="checkbox"/> NO

PART B | Contractor to Complete

By signing this timesheet, you are declaring that:

- You have completed this timesheet as per all instructions (written and verbal), and that failure to do so may result in your pay being delayed.
- You have verified the accuracy of the hours shown above.
- You have received, read, and understood your obligations under your employment contract.
- You understand that this is a casual assignment which may cease at any time.

I have had the option to take appropriate breaks? YES NO

Are you suffering any illness, injury or soreness/pain? YES NO

Contractor Signature

Date

PART C | Supervisor to Complete

By signing this timesheet, you are declaring that:

- You have verified the accuracy of the hours shown above, including any overtime.
- You have received, read, and understood our Terms of Business.
- You will notify us if you or a third party would like to employ or engage this contractor.

ALL ITCH CONTRACTOR HOURS MUST BE APPROVED BY THE CLIENTS SITE SUPERVISOR.

Supervisor Name

Supervisor Signature

Date