



MCS Civil (NSW) Pty Ltd
Civil – Rail – Plant – Labour

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Office No: 02 9525 4530
Phone: 0436 005 980
Email:
timesheets@mcsaus.com.au

CLIENT NAME _____

EMPLOYEE SIGN _____

CLIENT SIGNATURE _____

WEEK-ENDING _____

PURCHASE ORDER NO. _____

EMPLOYEE NAME _____

EMPLOYEE NO _____

CLASSIFICATION/ TYPE
OF WORK _____

DAY	DATE	JOB LOCATION	START TIME	LUNCH	FINISH TIME	HOURS WORKED	SPECIAL CONDITIONS/ NOTES	STANDARD	TIME 1.5	TIME 2	TRAVEL	MEAL	CLIENT INITIAL
								Office Use Only					
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													
						TOTAL HOURS							



NOTE: HOURS MUST BE SIGNED OFF BY A SITE SUPERVISOR AND TIMESHEETS EMAILED EACH MONDAY MORNING BY 10AM TO timesheets@mcsaus.com.au 30 MINUTES LUNCH MUST BE TAKEN EACH DAY.
Inclement weather to be noted in special conditions column. Weather charged at minimum of 4 hours. Unsigned hours are not processed.
ANY INJURIES OR NEAR MISSES MUST BE REPORTED TO MCS CIVIL IMMEDIATELY CONTACT THE OFFICE ON (02) 9525 4530
Subject to MCS Civil (NSW) Pty Ltd. terms and conditions