



TIMESHEET - TRAFFIC CONTROLLER



TC Name:					TC Signature:				Office Use Only		
Client Name:					I Certify that the Details Shown on this Timesheet are True and Accurate.						
Address:									Pay Level:		
Date	Day	PO Number	Docket No	Start Time (On Site)	Lunch	End Time (Off Site)	Total Hrs	Travel Code	HRS	KMS	Fares
: :	Wed			:		:					
: :	Thur			:		:					
: :	Fri			:		:					
: :	Sat			:		:					
: :	Sun			:		:					
: :	Mon			:		:					
: :	Tues			:		:					

TRAVEL CODES			Additional Notes :	
CODE	PAYMENT	REASON		
A	Fares	Drive Co. Vehicle < 50km to site	Ensure your timesheet is authorized by the Client and Submitted NO LATER THAN 9:00AM WEDNESDAYS . Late timesheets will not be paid until next pay run.	
B	Fares + Hrs Traveled	Drive Co. Vehicle > 50km to site		
C	Hrs Traveled	Drive Co. Vehicle and pick up crew on way to site	Timesheets submitted WITHOUT CORRESPONDING DOCKETS will not be paid until received and in the next pay run.	
D	Fares	Drive own vehicle < 50km to site		
E	Fares + Hrs + Kms	Drive own vehicle > 50km to site	WORK HEALTH & SAFETY concerns must be reported to your Supervisor & Men At Work IMMEDIATELY .	
F	Hrs @ Ord Time	Picked up by Co. Vehicle at Depot and traveled to site		
G	NIL	Picked up by Co. Vehicle < 2km from home and traveled < 50km to site	Stephen Crabtree 0407 764 016 Commercial Manager Rob Mckelvie 0447 710 074 Northern Manager Tawhai Carter 0447 799 122 Traffic Manager EMERGENCY 000	
H	Hrs @ Ord Time	Picked up by Co. Vehicle < 2km from home and traveled > 50km to site		
I	Fares	Picked up by Co. Vehicle > 2km from home and traveled < 50km to site		
J	Hrs @ Ord Time	Picked up by Co. Vehicle > 2km from home and traveled > 50km to site		

Client Name :	
Site Supervisor Name :	
Signature :	
Date :	

Document Number : _____
Revision Number : VO.3
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