

Employee Time Sheet Guide

You must complete your Starc Resources time sheet every week in order to be paid. Starc Resources working week runs Monday to Sunday and pay day is every Thursday. Your time sheet must be submitted to payroll@starcresources.com.au by the Monday after your working week is completed at the latest. Any time sheets submitted after the Monday might not be included in that weeks pay run.

When completing your time sheet, please ensure to fill in all details correctly. Once you have filled in all of your details and working hours, please ask your supervisor to verify and sign your time sheet.

Please see example time sheet on next page

When all of this is done, please take a picture of your time sheet and email it to payroll@starcresources.com.au.

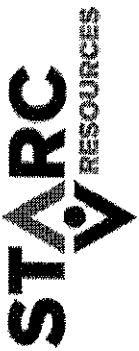
Please use your name as the email subject.

If you do not circle either 'Y' (yes) or 'N' (no) for lunch breaks each day, you will automatically be deducted 30 minutes from that day

If you work for more than one company (client) in one week, please use multiple time sheets. It is one time sheet per company.

You can collect time sheets from our office or alternatively print them out from comfort of your own home.





Starc Resources Contacts:
 Carrie Murphy 0449 238 553
 Karis Wills 0400 867 549

EMPLOYEE NAME: Tony Stark
 POSITION: Engineer
 SUPERVISOR: Juan Lee

WEEK ENDING: 22/7/2018.
 CLIENT NAME: Marvel
 SITE: Gotham

1. Did you undertake an induction when you started this site?
 Y N
2. Did you wear the required PPE? Y N
3. Were you involved in or witness any accident, incident or near miss? Y N

*If Y/N is not circled, lunch will be deducted
 *Each day must be SIGNED by your supervisor
 *Time sheets that are received late or unsigned by supervisor will be delayed

OFFICE USE ONLY

DAY	DATE	START	LUNCH	FINISH	TOTAL	SITE	SUPERVISOR SIGNATURE
MON	16/7	7:00	<input checked="" type="radio"/> Y <input type="radio"/> N	15:00	7.5	Gotham	SL
TUES	17/7	7:00	<input checked="" type="radio"/> Y <input type="radio"/> N	15:00	7.5	Gotham	SL
WED	18/7	7:00	<input checked="" type="radio"/> Y <input type="radio"/> N	15:00	7.5	Gotham	SL
THURS	19/7	7:00	<input checked="" type="radio"/> Y <input type="radio"/> N	15:00	7.5	Gotham	SL
FRI	20/7	7:00	<input checked="" type="radio"/> Y <input type="radio"/> N	15:00	7.5	Gotham	SL
SAT			<input type="radio"/> Y <input type="radio"/> N				
SUN			<input type="radio"/> Y <input type="radio"/> N				

1.0	1.5	2.0

TOTAL HOURS: 37.5

EMPLOYEE SIGNATURE: Tony Stark

SUPERVISOR SIGNATURE: SL

To AVOID delay with payment, a clear image of your SIGNED timesheet must be emailed to payroll@starcresources.com.au
 Time sheets must be emailed by 12pm MONDAY. Subject heading for the email must be 'Your Name' Time sheet. (e.g John Smith Time Sheet)



Starc Resources Contacts:
 Carrie Murphy 0449 238 553
 Karis Wills 0400 867 549

EMPLOYEE NAME: _____
 POSITION: _____
 SUPERVISOR: _____

WEEK ENDING: _____
 CLIENT NAME: _____
 SITE: _____

1. Did you undertake an induction when you started this site?
Y / N
2. Did you wear the required PPE? Y / N
3. Were you involved in or witness any accident, incident or near miss? Y / N

*If Y / N is not circled, lunch will be deducted
 *Each day must be SIGNED by your supervisor
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DAY	DATE	START	LUNCH	FINISH	TOTAL	SITE	SUPERVISOR SIGNATURE
MON			Y / N				
TUES			Y / N				
WED			Y / N				
THURS			Y / N				
FRI			Y / N				
SAT			Y / N				
SUN			Y / N				

1.0	1.5	2.0

TOTAL HOURS: _____ EMPLOYEE SIGNATURE: _____ SUPERVISOR SIGNATURE: _____

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