

Suite 100, Level 1
 413 -417 New South Head Road Double Bay NSW, 2028
 Phone: (02) 9327 5331
 Fax: (02) 9327 3994
 Email: info@eirgroup.com.au
 Mobile: 0424 248 755

EMPLOYEE TIME SHEET & DAILY REVIEW



Employee Name: _____

Employee Contact #: _____

FAX (02) 9327 3994

Employee Instructions:

1. Have your supervisor check, sign & initial your time sheet **everyday**.
2. No supervisor signature means NO pay
3. Make sure you supervisor notes the task you performed each day.
4. Fax or email your time sheet by 9:00AM every Tuesday . If we don't receive it by 9:00 am you don't get paid until week later
5. Confirm you timesheet has been received by contacting the office on (02) 9327 5331 once you have sent it.

Client Instructions:

1. Sign off daily the EIR Employee's start time and finish time.
2. Print your name next to your signature in the space provided.
3. Intial the appropriate column of the Daily Performance Review relating to EIR employee performance.
4. Note task performed by EIR employee each day
5. EIR employees will only be paid if your name & signature are clearly provided.

EIR GROUP EMPLOYEE TO COMPLETE							CLIENT TO COMPLETE			Daily Performance Review Supervisor initial required in one column only		
Day	Date	Start Time	Lunch Break 30 minutes	Finish Time	Total hours Worked	Job Site/ Address	Client / Company Name	Signature of supervisor	Name of Supervisor please print clearly	Above Expectation	To Expectation	Below Expectation
Tues												
								EIR task performed:				
Wed												
								EIR task performed:				
Thurs												
								EIR task performed:				
Frid												
								EIR task performed:				
Sat												
								EIR task performed:				
Sun												
								EIR task performed:				
Mon												
								EIR task performed:				

TOTALS	
---------------	--