



VICTORIAN GROUP TRAINING

Apprenticeships & Traineeships

CLUSTER TIMESHEET

WEEK ENDING: ___/___/___

EMPLOYEE NAME: _____

HOST EMPLOYER: _____

DAY	DATE	TYPE Work = ORD Annual Leave = AL Sick Leave = SL	START TIME	LUNCH BREAK	FINISH TIME	TOTAL HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
TOTAL HOURS FOR WEEK						

NOTES:

I declare that the hours above are correct

HOST EMPLOYER NAME: _____

EMPLOYEE SIGNATURE: _____

HOST EMPLOYER SIGNATURE: _____