



Master Plumbers Apprentices Limited

2 Percy Street Auburn NSW 2144. PO Box 351 Auburn NSW 1835. Phone 02 8789 7050. Timesheets to be Faxed on 02 9749 7765 or emailed to wages@mpal.com.au
If you intend to MMS the timesheet YOU MUST ensure that your Field Officer is able to receive the message and is not away from the office.

Timesheet #

A.C.N. 050 041 480 ABN 88 050 041 480

Week Ending: Sunday / / 20.....

APPRENTICE TIMESHEET

Date sent ____/____/____ Time sent ____am/pm

Section 1 Apprentice's Name Year Training College
Timesheets must be in by 1:00 am each Monday

Host Trainer company
Are you placed with an EBA HOST? YES NO (circle one)
Variable Rates (to be completed only if special conditions exist)

1 Above award payments Total number @ \$ per hour = \$
Total number @ \$ per hour = \$

2 Site allowance/s Site Name
Total number @ \$ per hour = \$
Total number @ \$ per hour = \$

3 Height allowance/s I have discussed the below with the Apprentice and authorise MPAL to pay the Apprentice, invoice the Host Trainer listed as per our agreement and by signing, I confirm the details are correct.
Total number @ \$ per hour = \$
Total number @ \$ per hour = \$

4 Productivity allowance/s Host Representative
Total number @ \$ per km = \$
Total number @ \$ per km = \$

5 Travel/ mileage allowance/s

By signing this, I confirm that the information below is correct.
Apprentice Signature
Host Representative

Section 2

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Start Time								
Finish Time								
Hours Worked Ordinary								
Hours Worked Overtime 1.5								
Hours Worked Overtime 2.0								
Meal Allowances (circle which procedure)	In kind or To be paid	In kind or To be paid	In kind or To be paid	In kind or To be paid	In kind or To be paid	Meal Break Taken	Meal Break Taken	
At MPA Training or other RTO College								
RDO (attach MPAL approval form)								
Personal (Sick) / Carer's Leave *								
Public Holidays								
Jury Duty* / Compassionate Leave* (circle one)								
On Workers Compensation*								
LWOP / MPAL Office (circle one)								
Fare Allowance								
Annual Leave (attach MPAL approved form)								

*Notes: Personal days (Doctors Certificate), Workers Compensation (WorkCover Certificate), Annual Leave (Leave Form), Picnic Day, Bereavement Leave or Jury Duty each needs verification. Leave WithOut Pay must have prior MPAL approval.

All apprentices employed by MPAL are paid under the Plumbing and Fire Sprinklers Award 2010.
If you have a question on what is or is not payable or any other matter in relation to your employment call your Field Officer on (02) 8789 7050.

Section 3 Apprentice Safety Check (circle)
1) Do you have any WH&S concerns? Yes No
2) Have there been any accidents or incidents to report? ... Yes No
3) If Yes, to either question, phone your Field Officer immediately

Section 4 Have you completed your Skills Tracker? Yes No (circle)

THIS SECTION IS FOR OFFICE USE ONLY

Normal Time
Overtime 1.5
Overtime 2.0
Personal (Sick) / Carer's Leave
Annual Leave
Fares Loading
Tools Loading
Standard Fares
Mileage
Public Holiday
Public Holiday 2.5
RTO/College Day
Bonus Normal Time
Bonus Overtime 1.5
Bonus Overtime 2.0
Bonus Productivity Allowance
Bonus Height Allowance
Fares at Bonus Rate
Sat/Sun Surcharge
Tool Allowance
Jury/Compassionate
Leave Without Pay (LWOP)
Workers Compensation
Meal Allowance
Fares - to MPAL cost
Tool Allowance - to MPAL cost
RTO day - to MPAL cost
Apprentice at the MPAL office
Paid Leisure Day - Weekend
RDO Leave
RDO Accrual
Tool Allowance Deduction
PAYG# days

checked by _____
date entered _____