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# EMPLOYEE TIME SHEET & DAILY REVIEW



**FAX (02) 9327 3994**

**Employee Name:** \_\_\_\_\_

**Employee Contact #:** \_\_\_\_\_

**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 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. Initial 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 <small>Supervisor initial required in one column only</small>		
Day	Date	Start Time	Finish Time	Total hours Worked	Job Site/ Address	Client / Company Name	Signature of supervisor	Name of Supervisor <small>please print clearly</small>	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:				

<b>TOTALS</b>	
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