

**Member Name:**

## SIGNING ON / OFF TIMESHEET

Please do not sign off until your shift is finished. All shifts must be signed off by the client. Incomplete or illegible timesheets may result in no payment.

Date	Client Full Name	Kilometres	Hours of Duty			Shift Verification
			Start Time	Finish Time	Total Worked Hours	Client Signature

**Please email this approved timesheet to SNS. Our payroll processing starts on Monday each week.**

**Phone: (08) 6558 5555**

**Email: [hello@sns.group](mailto:hello@sns.group)**

**Web: [www.sns.group](http://www.sns.group)**