



# Employee Time Sheet & Daily Review / sean@pmpros.com.au

\*\*\*\*\*TIMSHEETS MUST BE FULLY COMPLETED OR PAYMENT MAY BE DELAYED\*\*\*\*\*

<b>Employee Name</b>						<b>Client name</b>				
<b>Employee Instructions</b>						<b>Client Instructions</b>				
<ul style="list-style-type: none"> <li>❖ Have your supervisor check, sign &amp; initial your time sheet EVERY day.</li> <li>❖ No supervisor signature means - NO PAY</li> <li>❖ Confirm your timesheet has been received by contacting PM PROS.</li> <li>❖ Email your time sheet by 5:00pm every Monday. If we do not receive you don't get paid until week later</li> </ul>						<ul style="list-style-type: none"> <li>❖ Print and sign your name in the space provided.</li> <li>❖ Note task performed by PM PROS employee each day.</li> <li>❖ PM PROS employees will only be paid if your name &amp; signature are clearly provided.</li> </ul>				
PM PROS: EMPLOYEE TO COMPLETE						CLIENT: MUST COMPLETE NAME <u>AND</u> SIGNATURE		Daily Performance Reviews (Supervisor initial required)		
Day	Date	Start (Circle)	Finish (Circle)	Total Hours	Job Site – Address	Supervisor Name – Please print clearly	Supervisor Signature	Expectation		
								Above	Met	Below
MON		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
TUES		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
WED		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
THUR S		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
FRI		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
SAT		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									
SUN		<u>AM / PM</u>	<u>AM / PM</u>							
	PM PROS Task performed:									