

Real Estate Career Developers Pty Ltd
ABN: 86 101 123 737

Email to: accounts@recd.com.au



Staff Member's Name _____ Occupation/Position _____

Week commencing _____ Name of Agency _____

Branch/Address _____

Day	Date	Commence Time	Finishing Time	Duration of Breaks	Net Hours (Less break)	Daily Mileage (Work only)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						

Authorised by
Department Manager _____ Name _____

Casual sheets must be signed by Department Manager and undergo final authorisation from Office Manager prior to Casual Staff Member being paid. Time sheets should be rounded to each quarter of an hour and be handed in weekly. **Time sheets must be returned by email to accounts@recd.com.au by 6pm Friday for payment on Monday.** Hours must remain under 38 hours per week unless approval has been expressly authorised by Real Estate Career Developers Pty. Ltd. prior to working these hours.