



Consultant Timesheet
 Please email to blue@consortio.com.au

Name:		Client:	
Week Commencing:		Week Ending:	

	START	FINISH	BREAK	TOTAL
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Total days hours & minutes for week. These must be rounded to the nearest 15 minutes i.e. 8:15 hours/mins				. .
(SHOW DAYS ONLY IF APPLICABLE)				DAYS HRS MINS

Date

Consultants Signature	___/___/2014	
Authorised Representative Signature	___/___/2014	

- The Consortio payroll starts on a Monday and finishes on a Sunday.
- Timesheets should be submitted to Consortio on a weekly basis no later than 10.00am Monday's via email. Receipt of all timesheets submitted, will be confirmed via e-mail from Consortio.
- Please round all minutes to the nearest 15. i.e. 8:15 hours/mins
- Please contact your representative at Consortio on (02) 9251 2300 or e-mail blue@consortio.com.au if you have any queries.