



## Group Timesheet

**Client / Site:** \_\_\_\_\_

KIQ Supervisor: \_\_\_\_\_

**Engagement (eg. Shutdown):** \_\_\_\_\_

**Week Ending Date:** \_\_\_\_\_

Dayworks Sheet Completed: Yes  No  Additional Timesheets: Yes  No

**Notes / Additional Information:**

**Client Representative Name:**

(Required)

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**Client Representative Signature:** \_\_\_\_\_

(Required)

**Timesheet Submission:**

Email to payroll@kig.com.au by 1pm Monday