



TIME SHEET

WEEK MON ___/___/___ to SUN ___/___/___

PLEASE RETURN WITH HOURS WORKED BY
MONDAY 11 AM TO Mandy on e-mail port@eatherrecruitment.com.au

Client:

Contact:

Employee Name:

Date Sent: ___/___/___

| Day | Date | Start Time | Break | End Time | Total Hours | Ordinary Hours | Overtime | | Allowances |
|--------------------|------|------------|-------|----------|-------------------------|----------------|----------|-------|------------|
| | | | | | | | 1.5hrs | 2 hrs | |
| Mon | | | | | | | | | |
| Tues | | | | | | | | | |
| Wed | | | | | | | | | |
| Thurs | | | | | | | | | |
| Fri | | | | | | | | | |
| Sat | | | | | | | | | |
| Sun | | | | | | | | | |
| Weekly Total: | | | | | | | | | |
| Employee Signature | | | | | Supervisor Printed Name | | | | |
| Date | | | | | Supervisor Signature | | | | |
| | | | | | Date | | | | |

To be completed by employee and approved by client: Hours shown above have been satisfactorily worked. This Time Sheet will form the basis for an Invoice, which will be paid on receipt. Any questions please do not hesitate to call (02) 6583 8222