

Employee Timesheet

Employee Name:

Fortnight Ending:

Contract Hours:

Full-Time

Part-Time

Casual

Travel:

Allowance

Car Park Provided

Fill in the below form electronically and sign digitally, then save to file for your record and submit this document via e-mail to Kristy Howell. Please do not print this timesheet.

	Day	Date	Start Time	Break	Finish Time	Normal Hours (less lunch break)	Sick Leave	Annual Leave	Comments (E.g. RDO)	Overtime
Week One	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
	Sunday									
Week Two	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
	Sunday									
	SUBTOTAL									
Total below to be completed by Manager										
	TOTAL									

Employee
Signature:

Authorised By: