

Timesheet

Please return all portions to the office from which you are working by Friday.

Name _____
 Week Commencing _____
 Where Employed _____
 Type of Work _____

	Time Started	Time Finished	Total Hours	Lunch Break (deduct lunch)	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Total					

Authorised by _____
 Print Name _____

Position _____
 Date _____

Please retain a copy for your records.