

Timesheet

Employee name:

Job site:

Job Number/ PO:



Employee to complete					Supervisor to complete	
Day / date <small>(e.g. Day: Mon; Date: 21/3)</small>	Start time <small>(e.g. 8.30am)</small>	Finish time <small>(e.g. 5:00pm)</small>	Unpaid Break times <small>(e.g. 30 mins/ 20 mins)</small>	Total <small>(Hours minus unpaid breaks)</small>	Supervisor signature verifying hours worked	Supervisor Name
Total Hours:					Total Hours:	

Signature of employee: _____ Date: ____/____/____

shane.lui@straitsupport.com.au

Timesheets must be submitted after work each Tuesday