

TIMESHEET

PLEASE EMAIL TO LISA.POWER@HIREFORCE.COM.AU

PLEASE NOTE: TIMESHEETS ARE TO BE SUBMITTED BY 10:00AM MONDAY MORNING. TIMESHEETS SUBMITTED AFTER THIS TIME WILL BE PROCESSED IN THE NEXT PAY RUN.

EMPLOYEE NAME	
CLIENT NAME	
WEEK ENDING DATE	

						OFFICE USE ONLY					
DAY	DATE	START TIME	BREAK	FINISH TIME	TOTAL HOURS	ORDINARY HOURS	OT 1.5	OT 2	MEAL	TRAVEL	APPROVAL SIGNATURE
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											
WEEKLY TOTAL:											
EMPLOYEE SIGNATURE						SUPERVISOR SIGNATURE					
DATE						DATE					
						I AUTHORISE THE ABOVE HOURS AS BEING TRUE AND CORRECT					

ANY PAYROLL ENQUIRIES PLEASE CONTACT LISA POWER ON (02) 9194 5538 OR lisa.power@hireforce.com.au DURING BUSINESS HOURS.

NO TIMESHEETS WILL BE ACCEPTED UNLESS THEY HAVE BEEN SIGNED BY AN AUTHORISED SUPERVISOR

OFFICE USE ONLY		ALLOWANCES	
ORDINARY		SHIFT %	
OT 1.5		MEAL	
OT 2		TRAVEL	
		OTHER	
TOTAL		TOTAL	