

# 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.