

Timesheet

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

Name _____

Week Commencing _____

Where Employed _____

Description of Work _____

	Time Started	Time Finished	Total Hours	Lunch Break <small>(deduct Lunch)</small>	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly total					

Authorised by _____ Position _____

Print Name _____ Date _____

Please retain a photocopy for your records.

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