

## TIMESHEET

IMAGINE ✨ BELIEVE ✨ ACHIEVE

Timesheets must be emailed to [employees@laborsolutions.com.au](mailto:employees@laborsolutions.com.au) every Tuesday 9pm

You must fill in the timesheet clearly and honestly.

The working week begins every Wednesday and ends every Tuesday.

A new time sheet for each working week and each job location is required.

It is your responsibility to make sure your timesheets are in before the close off times to ensure no delays.

**After each daily shift is complete the site foreman must sign the timesheet for approval.**

EMPLOYEE NAME: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

<u>DAY</u>	<u>DATE</u>	<u>START</u>	<u>BREAK</u>	<u>FINISH</u>	<u>FOREMAN</u>	<u>SIGN</u>
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						

### OFFICE USE ONLY

<i>Payroll</i>	NR	T1/2	D	T
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Saturday</i>				
<i>Sunday</i>				
<i>Monday</i>				
<i>Tuesday</i>				

JOB No.: \_\_\_\_\_ Invoice No.: \_\_\_\_\_ Approved by: \_\_\_\_\_

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