



**ATTENTION**

Labor Solutions work week begins on Wednesday & ends on Tuesday.

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

by 9am Wednesday to avoid payment delays.

All fields of the timesheet must be filled in and readable. The site manager onsite must sign your timesheet daily.

**TIMESHEET**

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

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

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

DAY	DATE	START TIME	BREAK	FINISH TIME	FOREMAN NAME	FOREMAN SIGNATURE
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						

**OFFICE USE ONLY**

	BR	BCL	T ½	D	OTCL	WT	WET
W							
T							
F							
S							
S							
M							
T							

Job No: \_\_\_\_\_ Inv No: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Approved By: \_\_\_\_\_