

TIMESHEET

IMAGINE ✨ BELIEVE ✨ ACHIEVE

Timesheets must be emailed to 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 FULLNAME: _____

EMPLOYEE IDNUMBER: _____

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

	BR	BCL	T1/2	D	OTCL	WT	WET
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							

JOB No.: _____ Invoice No.: _____ Approved by: _____

Labor Solutions Pty Ltd

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