

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: _____

ATTENTION

Labor Solutions work week begins every Wednesday and ends every Tuesday.

Timesheets must be emailed to employees@laborsolutions.com.au by 9am Wednesday to avoid payment delays.

All fields of the timesheet must be filled in and readable.

The manager onsite must sign your timesheet daily.