# Timesheet

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| Employer’s name: |  |

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| --- | --- |
| Employee’s name: |  |

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| Pay period (DD/MM/YYYY): | / / to / / | Pay date (DD/MM/YYYY): | / / |

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| Employee’s ordinary hours: \_\_\_\_\_\_\_\_hours \_\_\_\_\_\_\_\_ minutes per week / fortnight / other \_\_\_\_\_\_\_\_\_\_ (circle appropriate option and insert information if required) | | | | | | | Overtime | | | | | Leave | |
| Day / date  (e.g. Day: Mon;  Date: 21/3) | Start time  (e.g. 8.30am) | Start time of unpaid break  (e.g. 12:30pm) | Restart time  (e.g. 1:30pm) | Finish time  (e.g. 5:00pm) | Other times/ Breaks  (e.g. time of other unpaid breaks) | Total (Hours minus unpaid breaks) | Start time  (e.g. 8:30am) | Start time of unpaid break  (e.g. 12:30pm) | Restart time  (e.g. 1:30pm) | Finish time  (e.g. 5:00pm) | Total (Hours minus unpaid breaks) | Type  (e.g. personal leave, etc.) | Hours (hours minus unpaid breaks) |
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|  | | | | | Total: |  |  | | | Total: |  | Total: |  |

Signature of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_