# 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: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_