**State:**

**TIMESHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE FULL NAME** | | |  | | | | | | **WEEK STARTS ON MONDAY:** | | | |
| **POSITION** | | |  | | | | | | **WEEK ENDS ON SUNDAY:** | | | |
| **ATTENTION! WITHOUT SUPERVISOR’S SIGNATURE PAYMENT WILL NOT BE PROCESSED** | | | | | | | | | | | **SUPERVISOR’S** | |
| **Day** | **Date** | **Start Time** | | **Finish Time** | **Lunch, Please tick** | | | **Company Name** | | **Suburb** | **Name** | **Signature** |
| **Yes** | **No** | **Duration** |
| **Mon** |  |  | |  |  |  |  |  | |  |  |  |
| **Tue** |  |  | |  |  |  |  |  | |  |  |  |
| **Wed** |  |  | |  |  |  |  |  | |  |  |  |
| **Thu** |  |  | |  |  |  |  |  | |  |  |  |
| **Fri** |  |  | |  |  |  |  |  | |  |  |  |
| **Sat** |  |  | |  |  |  |  |  | |  |  |  |
| **Sun** |  |  | |  |  |  |  |  | |  |  |  |
| **ATTENTION!** | | **Time sheets must be filled in by you and signed by your supervisor.**  **All timesheets must reach (email) Employ Me office by SUNDAY NIGHT of the working week.**  **Not sending time sheet on time will delay your payment until following week.**  **All fields MUST be filled in.**  **All pays are processed on Tuesday’s.** | | | | | | | | | | |

To avoid delay with payment, time sheet MUST be EMAILED (accounts@labourhirecanberra.com.au) by SUNDAY NIGHT of the working week. Subject heading for the email must be “YOUR NAME” Time Sheet eg . John Smith Time Sheet

* **According to Australian fair work laws when 5 or more hours are worked in a given day the employee must take an unpaid 30min meal break**
* If more than 5 hours of work is completed then 30 will be deducted even if no break is indicated
* More downloadable time sheets are available at (link at the top of the page): <http://www.labourhire-sydney.com.au/employee-information/>