



# EMPLOY ME TIMESHEET



Name:

State:

Week starting, Monday:

Week ending, Sunday:

Day	Date	Start time	Finish time	Lunch Break			Company name	Suburb	Supervisor	
				Yes	No	Duration			Name	Signature
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

**Attention:** Timesheets are required to be completed and signed by your supervisor daily. All timesheets must be submitted via email to your corresponding state address by Sunday night of the working week. If your timesheets are submitted late, you will be paid in the next pay period. All fields must be completed.

**Payroll is processed on a Wednesday.**

According to Australian Fair Work laws; when 5 or more hours are worked in a given day, the employee must take an unpaid 30-minute meal break; and if more than 5 hours of work is completed then 30 minutes will be deducted, even if no break is indicated on your timesheet.

If you require any assistance with your timesheet or have any questions relating to payroll; please email your corresponding state email as listed below.

**ACT employees:** [acttimesheets@employ-me.com.au](mailto:acttimesheets@employ-me.com.au)      **NSW employees:** [nswtimesheets@employ-me.com.au](mailto:nswtimesheets@employ-me.com.au)