

Goldfields Fix its

123 Abc Street
Kalgoorlie
WA 6430

Weekly Time Sheet

Week ending:

SOLUTIONS

Employee: Peter
Manager: I.D. Boss
Employee phone: (08) 9080 1800
Employee email: Peter@company
Tax ID#: 123456789

Day	In	Out	In	Out	Regular Hrs.	Time-and-half	Double Time
Monday	8:00 AM	11:00 AM	12:00 PM	6:00 PM	8.00	1.00	
Tuesday	8:00 AM	11:00 AM	12:00 PM	5:30 PM	8	0.5 ✓	
Wednesday	7:30 AM	11:00 AM	12:00 PM	5:00 PM	8	0.50	
Thursday	8:30 AM	11:30 AM	12:30 PM	5:30 PM	8		
Friday	8:00 AM	11:00 AM	12:00 PM	5:00 PM	8		
Saturday	8:00 AM	12:00 PM					4.00
Sunday							

Total Hrs.	40	2	4	Total Pay for the week
Hourly Rate	\$20.00	\$30 ✓	\$40 ✓	
Total Pay	\$800 ✓	\$60 ✓	\$160 ✓	\$1020 ✓

Peter

Employee signature

I. D. Boss

Manager signature

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End (Monthly) ✓ All entries ✓ Peter's Budget Yrly do weekly Wkly → fortnightly

	Weekly	Fortnightly	Monthly	Yearly
INCOME				
EXPENSES				
Rent	\$200			
Food				
Moped				
Electricity/Gas			\$90	
Phone				
Clothes				
Entertainment				
Medical Care				
Gym Membership				
TOTAL				
SAVINGS				

✓ Entries from info. X2 ✓ YR TO MONTH INCOME ✓ YR MONTHLY RENT/Moped
✓ Calc. 2160 ÷ 2 = 1080. MONTH TO YR Phone clothes must have
21 90x12 X26 Total expenses ✓ P.T. all 4 correct.
OR X52 Total Savings ✓ P.T.

12 weeks