**s o f i a**

**Personnel Details**

*Timesheets*

**Document Control**

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| **Editor** | **Date** | **Update** |
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**Personnel Details**

# 1.0 (Date)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** | **Job Role** | **Hours Worked** | **Pay** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

*Figure 1 – Payroll for week commencing (Date)*