TIMESHEET

PLEASE COMPLETE EMPLOYER AND EMPLOYEE NAMES USING BLOCK LETTERS

Employer's name:

Employee's name:

Employee's email:

Attendance period (date/month/year):   to

Employee's ordinary hours: 25 hours per week					Absence	
Date (xx/xx/xx)	Start time (e.g. 12:30pm)	Finish time (e.g. 5:00pm)	Unpaid break (e.g. 30 mins)	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (hours minus unpaid breaks)
				Total:		Total:

Date submitted by employee: _____/_____/_____

Signature of Manager:_____   Date: _____/_____/_____

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			Total:		Total:	

Date submitted by employee: _____/_____/_____

Signature of Manager:_____   Date: _____/_____/_____