

FORTNIGHTLY TIMESHEET (non teaching)



KNOX
GRAMMAR
SCHOOL

WEEK 2

EMPLOYEE NAME:

Panashe Mutema

DEPARTMENT NAME:

IT

TYPE/DESC OF WORK:

IT Trainee

WEEK 1

Day	Date	Start Time	Finish Time	Less Lunch	Total Hrs Worked	Day	Date	Start Time	Finish Time	Less Lunch	Total Hrs Worked
Monday	30/01/17	7:45am	5:00pm	1hr	8hr 15min	Monday	6/02/17	7:45am	5:00pm	1hr	8hr 15min
Tuesday	31/01/17	7:45am	5:00pm	1hr	8hr 15min	Tuesday	7/02/17	7:45am	5:00pm	1hr	8hr 15min
Wednesday	1/02/17	7:45am	5:00pm	1hr	8hr 15min	Wednesday	8/02/17	7:45am	4:30pm	1hr	7hr 45min
Thursday	2/02/17	7:45am	4:30pm	1hr	7hr 45min	Thursday	9/02/17	7:45am	4:30pm	1hr	7hr 45min
Friday	3/02/17	7:45am	4:00pm	1hr	7hr 15min	Friday					
Saturday						Saturday					
Sunday						Sunday					
Total					0	Total					0

Supervisor Name:

Craig Whalland

Employee Signature:

[Signature]

Supervisor Signature:

9/2/17

Office Use Only

Costing Code:

Hourly Rate:

\$