**Weekly Timesheet**

|  |  |  |
| --- | --- | --- |
|  |  | **OFFICE USE** |
| **Employee name:** |  |  | **Employee No.** |  |
|  |  |  | **Employment Type:** |  |
|  |  |  | **Employee Ordinary Hours** | **Daily**(e.g. 09:00 to 17:00) | **Total per Week**(e.g. 35 hours) |
| **Pay period** (day/month/year): | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ |  |
|  |  |  | **Pay week**(day/month/year) | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| Ordinary Hours | Overtime | Leave | Personal Leave |
| DATE | Start time(e.g. 09:00) | Start time of unpaid break(e.g. 12:00) | Restart time(e.g. 13:00) | Finish time(e.g. 17:00) | Other times/ Breaks(e.g. time of other unpaid breaks) | Total(Hours minus unpaid breaks) | Start time(e.g. 17:00) | Start/Finish time of unpaid break(e.g. 18:00) | Restart time(e.g. 18:30) | Finish time(e.g. 19:00) | Total(Hours minus unpaid breaks) | Type (e.g. personal leave, etc.) | Hours (hours minus unpaid breaks) | Days/part-days\* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total: |  |  |  | Total: |  | Total: |  |  |

**Signature of Employee:** **Date:** \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Signature of Supervisor:** **Date:** \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_