**Weekly Timesheet**

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|  | | | | |  | **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) | \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| 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\* |
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|  |  |  |  |  |  | Total: |  |  |  | Total: |  | Total: |  |  |

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

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