

Employee Name =

Record of Hours Week 1

Day no	Day	Start Time	Finish Time	Hours Worked	Holiday Hours
1	Monday				
2	Tuesday				
3	Wednesday				
4	Thursday				
5	Friday				
6	Saturday				
7	Sunday				
Week Total					

Record of Hours Week 3

Day no	Day	Start Time	Finish Time	Hours Worked	Holiday Hours
15	Monday				
16	Tuesday				
17	Wednesday				
18	Thursday				
19	Friday				
20	Saturday				
21	Sunday				
Week Total					

Total Worked Hours this 4-weekly period	
Total Holiday Hours this 4-weekly period	

Employer Name =

Record of Hours Week 2

Day no	Day	Start Time	Finish Time	Hours Worked	Holiday Hours
8	Monday				
9	Tuesday				
10	Wednesday				
11	Thursday				
12	Friday				
13	Saturday				
14	Sunday				
Week Total					

Record of Hours Week 4

Day no	Day	Start Time	Finish Time	Hours Worked	Holiday Hours
22	Monday				
23	Tuesday				
24	Wednesday				
25	Thursday				
26	Friday				
27	Saturday				
28	Sunday				
Week Total					

Employee Signature	
Employer Signature	

The Employer confirms that the hours noted on this timesheet have been worked by my employee and gives authority to process the hours on the payroll. Any holiday hours shown have been taken as holidays and are not being paid on top of any hours being worked. The Employer confirms that the hours are an accurate and true record of the hours worked for the employee. This timesheet is not valid if it is not signed by both Employee and Employer. Non-valid timesheets will be returned for signature and wages could be delayed as a result. PAPP1033 002 July 19