



WEEKLY TIME SHEET

Employee Name: _____

Host Employer: _____

Site: _____ Week Ending: ___/___/___

	WED	THU	FRI	SAT	SUN	MON	TUE	TAPS TO COMPLETE
DATE								
TIME START								HOURS
MEAL BREAK								
TIME FINISH								
ORDINARY HOURS								
SICK LEAVE								
TAFE ATTENDANCE								
PUBLIC HOLIDAYS								
RDO								
ANNUAL LEAVE								
WORKCOVER								
INCLEMENT WEATHER								
OTHER LEAVE (PLEASE SPECIFY)								
COMMENTS								
OVERTIME X 1.5								
X 2.0								
FARES & TRAVEL								
MILEAGE								
MEALS								
BONUS								

Signed: _____
(COMPANY REP) Date / /

Signed: _____
(EMPLOYEE) Date / /