

# TIMESHEET -

Host Employer \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Employee Name \_\_\_\_\_

*Start time and Finish time are in 24 hour clock format; for 4:45 pm use 16:45 (note that a colon is used). For unpaid breaks and hours worked is in hours; a lunch of 30 minutes = 0.5 hours unpaid break.*

Day	Date	Start Time	Finish Time	Unpaid Breaks	Ordinary	Time @ 1.5	Time @ 2.0	Total Paid	Supervisors Signature
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
Totals									

Employee Name \_\_\_\_\_

Day	Date	Start Time	Finish Time	Unpaid Breaks	Ordinary	Time @ 1.5	Time @ 2.0	Total Paid	Supervisors Signature
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
Totals									

Employee Name \_\_\_\_\_

Day	Date	Start Time	Finish Time	Unpaid Breaks	Ordinary	Time @ 1.5	Time @ 2.0	Total Paid	Supervisors Signature
Mon									
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Fri									
Sat									
Sun									
Totals									

Submission of this timesheet certifies that the details shown above are correct and that the work was performed in a satisfactory manner. It confirms that you have received and agree to Think Recruitment Terms and Conditions and that you have provided a safe and healthy work environment.