

Weekly Timesheet

Your name Week ending

Sunday / / 2010

Company Site location

Must be received by:
1pm on Monday afternoon

Send to:
Fax **08 9792 5155**
E-mail **bunbury@recruitwest.com.au**

The dates of your working week		The time that your shift started that day		The time that your shift finished that day		The duration of your allocated lunch break (in hours)	
Day	Date	Start time	select am or pm	Finish time	select am or pm	Lunch	Total
Monday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Tuesday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Wednesday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Thursday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Friday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Saturday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs
Sunday	/ / 2010	:	am / pm	:	am / pm	hrs	hrs

This is your [Week ending] date

Select/ circle whether the time is [am] or [pm]

hrs

The total of your working time minus lunch (in hours)
Start time → Finish time - Lunch = Total
eg. 9:00am → 5:00pm = 8 hrs
Lunch = 0.5 hrs
8 - 0.5 = 7.5 hrs

- 5 mins = 0.08 hrs
- 10 mins = 0.17 hrs
- 15 mins = 0.25 hrs
- 20 mins = 0.33 hrs
- 25 mins = 0.42 hrs
- 30 mins = 0.5 hrs
- 35 mins = 0.58 hrs
- 40 mins = 0.67 hrs
- 45 mins = 0.75 hrs
- 50 mins = 0.83 hrs
- 55 mins = 0.92 hrs

The total of your working time for the pay week (in hours)	Productivity
Severance	Site normal
Site post	Travel
Meals	Other

Must be signed by BOTH parties

Your name Signature

Supervisor Signature

Please notify **RecruitWest ASAP** – if you have **changed address, contact number, banking, and/ or super details.**

YOUR timesheet is YOUR responsibility