



Weekly Timesheet

Your name **Week ending**

Company **Site location**

Must be received by:
1pm on Monday afternoon

Send to:
Fax **08 9368 6255**
E-mail **admin@recruitwest.com.au**

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

Day	Date	Start time	Finish time	Lunch	Total		
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	Finish time	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 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**

YOUR timesheet is YOUR responsibility

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