



Company Name: _____ Employee Name: _____

Employee Declaration: I certify that the details provided below are correct.

Employee Signature: _____ Date: _____

Client Notes: All grey sections of timesheets must be completed and signed by the site supervisor. Total billable hours is the amount of hours that will be charged to the client and paid to the employee.

Employee Notes: All white sections of timesheets must be completed by the employee. Please email to timesheets@hunterlabourhire.com.au. Please ensure your timesheet is submitted by 10.00 am each Monday to avoid any delay in payment. Timesheets not signed by site supervisor may result in delay or non-payment of wages.

Day:	Date:	Start: e.g 7:00am	End: e.g 3:30pm	Break: (Mins)	Total Billable Hours:	Client Name:	Site Address:	Site Supervisor Name:	Site Supervisor Signature:	Feedback : Rate between 1-5
Mon										
Tues										
Wed										
Thur										
Fri										
Sat										
Sun										