

Timesheet

Employer's name:

Employee's name:

Pay period (date/month/year): Pay date (date/month/year):

For information about hours of work, including minimum and maximum hours of work, penalty rates, overtime and break obligations, visit www.fairwork.gov.au or contact the Fair Work Infoline on 13 13 94

Employee's ordinary hours: _____ hours _____ minutes per week / fortnight / other _____ (circle appropriate option and insert information if required)							Overtime					Leave	
Day / date (e.g. Day: Mon; Date: 21/3)	Start time (e.g. 8.30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Other times/ Breaks (e.g. time of other unpaid breaks)	Total (Hours minus unpaid breaks)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (hours minus unpaid breaks)
Total:							Total:					Total:	

Signature of employee: _____

Date: ____/____/____