# Timesheet

|  |  |
| --- | --- |
| Employer’s name: |  |

|  |  |
| --- | --- |
| Employee’s name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Pay period (date/month/year): |  / / to / /  | 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](http://www.fairwork.gov.au/) or contact theFair 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: |  |