

Insert Logo Here

<insert Business Name> Weekly Timesheet

Employer's Name _____

Employee's Name _____

Employee Number _____

Pay Period Commence / /

Pay Period Complete / /

Work Hours Record

EMPLOYEE ORDINARY / CONTRACTED HOURS PER WEEK: _____								OVERTIME			LEAVE	
Date	Day	Start time	Break Start	Break Finish	Break Duration	Finish Time	Total (Hours minus break Time)	Start Time	Finish Time	Total	Leave Type	Total Hours
						Total			Total		Total	

I <insert Name> , declare that the information provided is true and accurate, according to the hours that I have worked this week ending the / / .

Signature of Employee: _____

Date: _____ / _____ / _____

Office Use Only

Calculation Schedule

Work Hours Calculation Table		
Ordinary hours	00 hours @ \$00.00 p/hr	\$0,000.00
Overtime hours	00 hours @ \$00.00 p/hr	\$0,000.00
Part-time loading	00 %	\$0,000.00
Casual loading	00 %	\$0,000.00
Other loading <insert type>	00 %	\$0,000.00
Penalty rate – type <insert type>	00 hours @ \$00.00 p/hr	\$0,000.00
Penalty rate – <insert type>	00 hours @ \$00.00 p/hr	\$0,000.00
Allowances/bonus - <description here>		\$0,000.00
Leave – type:	00 hours @ \$00.00 p/hr	
Leave loading:		\$0,000.00
Gross Pay		\$0,000.00

Deductions Calculation Table			
Taxation	\$0,000.00	Superannuation contribution by Employer	\$0,000.00
Deductions - Other (e.g. voluntary superannuation contributions)	\$0,000.00	Name of Employee Superannuation Fund/Scheme	
Other:	\$0,000.00		
Other:	\$0,000.00	Period contributions were made	
Total Deductions	\$0,000.00	/ /	/ /
		Date Superannuation paid into fund	/ /
Net Pay (gross pay – deductions)	\$0,000.00		
Payment Date	/ /		

Employee Hours Verified Yes No

Signed:

Date: / /

