WEEKLY TIMESHEET

Write in your actual start and finish times and the length of any unpaid break each day. Paid hours = finish – start – unpaid break.

Name _____ Week starting (date) _____

Employer / client _____ Hourly rate _____

DAY	DATE	START	FINISH	UNPAID BREAK	PAID HOURS	NOTES
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total paid hours _____

× Hourly rate _____

Total pay _____

Worker signature & date _____ Approved by & date _____

Free timesheet from azjgroup.com.au/time-card/printable-timesheet-template/. Prefer your phone? Time Card fills this in and adds it up for you.