

## TIMESHEET

<b>Name</b>					
<b>Month</b>		Please indicate any days absent - either holiday or sick			
<b>Date</b>	<b>Location</b>	<b>Start time</b>	<b>End time</b>	<b>Total Hours</b>	<b>Pay Rate</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
<b>Total Hours for Month</b>					
<b>Employee's signature</b>					
<b>Authorised by</b>					

Rate codes: N = normal hourly rate  
O/T = overtime rate

