



| Client/Builder: | | | | | TIME SHEET DUE: NO LATER THAN 10AM MONDAY | Project: | | | |
|---------------------|--------------|---------------|-------|--------------|--|------------------|----------------|-----------|--|
| Supervisor: | | | | | | Order No: | | | |
| Employee: | | | | | | Position: | | | |
| Date | Time Started | Time Finished | Lunch | Normal Hours | 1.5 Hours Overtime | 2 Hours Overtime | Public Holiday | Allowance | |
| MON / / | | | | | | | | | |
| TUE / / | | | | | | | | | |
| WED / / | | | | | | | | | |
| THUR / / | | | | | | | | | |
| FRI / / | | | | | | | | | |
| SAT / / | | | | | | | | | |
| SUN / / | | | | | | | | | |
| TOTAL HOURS: | | | | | | | | | |

Employee's Certification:

The above hours stated were worked by me and are correct.

Assignment: Completed Returning

Employees Signature: _____

Supervisors Certification:

It is hereby certified that the hours stated on the timesheet are correct and that the work as performed satisfactorily.

Supervisor Name: _____ Supervisors Signature: _____