



Client/Builder:					<b>TIME SHEET DUE: NO LATER THAN 10AM MONDAY</b>	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 / /									
<b>TOTAL HOURS:</b>									

**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.

Supervisors Signature: \_\_\_\_\_