



IMPORTANT INFORMATION:

- Complete separate time sheet for each site and each time sheet requires supervisor's signature.
- Please EMAIL your timesheet to service@budgetworkforce.com.au by Sunday 5pm unless you are working on Sunday evening then it must be submitted by Monday 9am. Late submission could delay payment by one to two days (depending upon the client internal process).
- Unpaid meal breaks must be taken as directed by your site supervisor. If no break is taken, then mention in break time section as **"NO BREAK"**.
- Start and end time must be in 24- hours format for exp: Start time 12:00-End time 22:00
- Please note that incomplete, illegible and unsigned timesheets will be returned.
- Please check this time sheet carefully before send as your signatures as this is our authority to invoice total hours and allowances to our client .

Start Date: DD/MM/YY
___/___/20__

End Date: DD/MM/YY
___/___/20__

First Name: _____ Last Name: _____

Client/Company: _____ Site/Location: _____

| Date & Month | Day | Time In (24-hour time) | Time Out (24-hour time) | Break time Hours & Mins | Total Hours Hours & Mins | Allowances | Allowances |
|-------------------------------------|-----------|---------------------------|----------------------------|----------------------------|-----------------------------|------------|------------|
| / | Monday | : | : | : | : | | |
| / | Tuesday | : | : | : | : | | |
| / | Wednesday | : | : | : | : | | |
| / | Thursday | : | : | : | : | | |
| / | Friday | : | : | : | : | | |
| / | Saturday | : | : | : | : | | |
| / | Sunday | : | : | : | : | | |
| Total number of hours worked | | | | | : | | |

AUTHORISATION

The signatories below warrant that the hours and allowances signed for are correct and will constitute the basis for the invoicing and that the work produced was to satisfaction and in line with expectations of Budget Workforce.

Employee Name: _____ Employee signature: _____

Supervisor Name: _____ Supervisor Signature: _____

Email address- service@budgetworkforce.com.au