



...Passionate In Services Delivery You Can Trust!

STAFF - TIMESHEET

Staff Name _____ Staff position _____

Band _____ Payroll Number _____

Client / Location _____

Week Ending _____

DAY	DATE	START TIME	BREAK	FINISH	SLEEP IN	HOURS CLAIMED	BOOKING REFERENCE	Total Hours
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

<p>I confirmed I worked the date and hours claimed above.</p> <p>Name _____</p> <p>Signature _____</p> <p>Please confirm Induction given at work location []</p>	<p>Client Authorised Signature</p> <p>Name _____</p> <p>Band/Position _____</p> <p>Signature _____</p>
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