

EMPLOYEE TIME SHEET



YOUR DETAILS

SURNAME: _____
 GIVEN NAMES: _____

PLACEMENT DETAILS

Company you worked for: _____
 Site details/location: _____
 Project No. (if known): _____

HOURS WORKED

DAY	DATE	SHIFT START TIME	BREAK LENGTH	SHIFT FINISH TIME	TOTAL HOURS (subtract break)	Allowance (description)
EXAMPLE	3/3/2015	07 : 00	00 : 30	15 : 00	:	
MONDAY		:	:	:	:	
TUESDAY		:	:	:	:	
WEDNESDAY		:	:	:	:	
THURSDAY		:	:	:	:	
FRIDAY		:	:	:	:	
SATURDAY		:	:	:	:	
SUNDAY		:	:	:	:	

TOTAL HOURS WORKED THIS WEEK = :

Employee Signature: _____

NOTE: By signing, I certify that the above hours are an accurate record of the hours that I have worked in line with my Terms of Engagement with Alliance Recruitment & Labour Hire.

APPROVAL (signed by Host Employer Manager)

Managers Name: _____ **Total Hours Approved:** _____
Position Title: _____ **Signature:** _____
 Email: kellyh@alliancerlh.com.au