

# WEEKLY TIMESHEET



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Timesheets are to be submitted by **NO LATER** than **9am MONDAYS** to ensure you are included in the weekly payroll run.

Timesheets are available at [www.globegr.com.au](http://www.globegr.com.au)

EMPLOYEE NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

WEEK ENDING: Sunday / /

It is *YOUR* responsibility to ensure your timesheet is signed off daily by your supervisor.

Day	Date	Company Name	Order No. / Site	Start Time	Break Time eg. 30	Finish Time	Total Hours	Supervisor Name	Supervisor Signature	Trav / All
				Round to nearest 15 min eg. 9:45						
M				:	:	:				
T				:	:	:				
W				:	:	:				
T				:	:	:				
F				:	:	:				
S				:	:	:				
S				:	:	:				
<b>TOTAL HOURS</b>										

OFFICE USE ONLY					
Client Name	Normal Time	Overtime @ T1.5	Overtime @ T2	Travel	Allowances
<b>TOTAL HOURS:</b>					