

# Timesheet

Employer's name:

Employee's name:

Pay period  
(date/month/year):

Pay date  
(date/month/year):

For information about hours of work, including minimum and maximum hours of work, penalty rates, overtime and break obligations, visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or contact the Fair Work Infoline on 13 13 94

Employee's ordinary hours: _____ hours _____ minutes per week / fortnight / other _____ (circle appropriate option and insert information if required)							Overtime					Leave		Personal Leave
Day / date (e.g. Day: Mon; Date: 21/3)	Start time (e.g. 8.30am)	Start time of unpaid break (e.g. 12:30pm)	Days/part-days*	Finish time (e.g. 5:00pm)	Other times/ Breaks (e.g. time of other unpaid breaks)	Total (Hours minus unpaid breaks)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (hours minus unpaid breaks)	Days/part-days*
<b>Total:</b>											<b>Total:</b>		<b>Total:</b>	

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_