first choice
LABOUR HIRE SOLUTIONS

WEEKLY TIMESHEET

COMPANY NAME: _____

EMPLOYEE NAME: _____ **JOB SITE ADDRESS:** _____

WEEK ENDING: / / **SUPERVISOR NAME:** _____

DAY	DATE	START	FINISH	BREAK	HOURS WORKED	SUPERVISOR SIGNATURE
MONDAY	/ /					
TUESDAY	/ /					
WEDNESDAY	/ /					
THURSDAY	/ /					
FRIDAY	/ /					
SATURDAY	/ /					
SUNDAY	/ /					
				TOTAL HOURS		

To ensure your pay is processed on time:

- Timesheets must be submitted by 12pm Monday week.
- Must provide signatures as outlined.
- All times must be correct and approved by supervisor.
- Pays will NOT be processed without supervisor approval.

Employee Name Sign Date

Supervisor Name Sign Date

CONTACT *ADMIN@FIRSTCHOICELABOUR.COM.AU* FOR ANY ENQUIRIES.