

Timesheet

To ensure payment of your salary, be sure to lodge your timesheet by 10am each Monday.

TIMESHEET FOR WEEK ENDING: _____

EMPLOYEE DETAILS						CLIENT APPROVAL DETAILS			
Name: _____ Street: _____ Suburb: _____ P/C: _____ Email Address: _____ Position: _____ Phone: _____ Signature: _____						Must be completed and signed for pay to be processed. Client Name: _____ Suburb: _____ Supervisor: _____ Ph: _____ Signature: _____ O/No: _____			
Day	Date	Start Time	Finish Time	Less Break	Total Hours	OFFICE USE ONLY			
						Ordinary Time	1 ½ time	Double Time	2 ½ time
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
ACTUAL HOURS WORKED									
EXPENSES									

How to send timesheet via email:

1. Complete your timesheet accurately.
2. Ensure you have signed and dated your timesheet
3. Have your supervisor sign your timesheet.
4. Scan your document to either Word or PDF format.
5. Add your timesheet as an attachment and email to timesheet@edmen.com.au

Email to: timesheet@edmen.com.au

If you do not have internet access, please fax this timesheet to 02 42769866.

ABN 11 109 815 581 E: timesheet@edmen.com.au W: www.dmwrecruitment.com.au