



Timesheet

Please use 24 hour clock

Tel: +61 3 9650 1311 Fax: +61 3 9650 1630
 Email: payroll@hotelstaff.com.au

Timesheet must be received by 3.00pm on Mondays

White: Send to Hotelstaff
 Yellow: Leave with client

Employee: _____

Supervisor Name: _____

Job Title: _____

Client/Venue: _____

Department/Area: _____

Day	Date	Start Time	Meal Break		Finish Time	Total Hours less breaks	Staff Signature	Supervisor Signature
			Break start	Break stop				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Hours							I certify that the employee has been properly site inducted and has satisfactorily rendered service for the hours shown hereon.	

Week Ending Date: / / (Sunday)

Notes: _____

Performance:

Required Skills

Team Work

Attitude

Customer Service

Supervisor please tick if staff excelled in these qualities