

## Employee Weekly Timesheet

**(ONE TIMESHEET PER LOCATION)**

Week Ending                    /                    /	Purchase Order
Employee Name	Host Employer (Company)
Position	Host Supervisor (Print name)
Site Address	Host Signature

DAYSHIFT     
  AFTERNOONSHIFT     
  NIGHTSHIFT     
  ON-SITE

	Date	Start	Finish	Less Break *	= Hours Worked	Office Use Only			Extras
						1	1.5	2	
Mon	/ /			0.5					
Tue	/ /			0.5					
Wed	/ /			0.5					
Thu	/ /			0.5					
Fri	/ /			0.5					
Sat	/ /			0.5					
Sun	/ /			0.5					
<b>Total Hours</b>									

\*If you work 5 or more hours in 1 shift, a minimum 0.5 hour break must be taken – please adjust the break for more or less time as appropriate

Please forward your completed timesheet to Career Boss by email: Office: [admin@careerboss.com.au](mailto:admin@careerboss.com.au)

- I have worked the stated hours and sustained no injuries.
- I agree that until the host employer has signed this time sheet no payment will be made to me.
- I understand that the completed timesheet must be received by Career Boss no later than 10.00am Monday to enable payment by direct bank deposit by close of business Wednesday that week.
- I agree that if an overpayment has been made to reimburse Career Boss the full amount.

Employee signature \_\_\_\_\_