

## LABOR SOLUTIONS PTY LTD EMPLOYEE TIMESHEET

Labor Solutions timesheet is to confirm the hours worked by an employee.

It is the responsibility of the employee to make sure the timesheet is filled out honestly and correctly.

After each daily shift is complete the site foreman must sign the timesheet for approval.

Work week starts on Wednesday and ends on Tuesday.  
A new timesheet for each work week and each site is required.

Timesheets are to be emailed, faxed, messaged or handed in to Labor Solutions head office no later than 9.00pm every Tuesday for payroll processing.

**[employees@laborsolutions.com.au](mailto:employees@laborsolutions.com.au)**

**Fax: 02 9890 5414**

Employee name: \_\_\_\_\_

Client name: \_\_\_\_\_

Site address: \_\_\_\_\_

DAY	DATE	START	BREAK	FINISH	FOREMAN	SIGN
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						

OFFICE USE ONLY

Job Number	
Inv Number	
Inv Date	