



Please email this timesheet to: info@conrec.com.au

WEEKLY TIMESHEET							
Employee Name:							
Client:							
Supervisor:					Site:		
	Date	Start	Lunch Break Y/N	Finish	Hours Worked	Client Print name	Client Signature
Monday		am pm		am pm			
Tuesday		am pm		am pm			
Wednesday		am pm		am pm			
Thursday		am pm		am pm			
Friday		am pm		am pm			
Saturday		am pm		am pm			
Sunday		am pm		am pm			
Office use only:		<input type="checkbox"/> Normal	<input type="checkbox"/> T 1/2	<input type="checkbox"/> T2	<input type="checkbox"/> TR	<input type="checkbox"/> Other	

Comments _____

EMPLOYEES please note the following:

- Timesheets must be in by 9am Monday;
- Timesheets must be signed by the site supervisor;
- Please make sure you complete a new timesheet for each site attended; and
- Please make sure timesheets are completed in full.

Failure to comply may delay the processing of this timesheet.

CLIENTS – Please ensure this timesheet has been filled out correctly before signing off on the hours. This timesheet, once signed by you is acknowledgement that all is true and will be processed in accordance with The National Employment Standards (NES) by CONREC Pty Ltd.

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