

# EMPLOYEE TIME SHEET

Our pay week commences Sunday and ends Saturday. All hours must be written legibly, reviewed and signed off with any alterations initialled. Hours will then be deemed correct, paid and invoiced as per our terms of business.

EMPLOYEE NAME	CLIENT	JOB LOCATION	PURCHASE ORDER NUMBER

DAY	DATE	TIME START	TIME FINISH	LUNCH	HOURS ORD	HOURS x1.5	HOURS x2	HOURS x2.5	TRAVEL	ALLOWANCES OR REMARKS
SUN										
MON										
TUES										
WED										
THUR										
FRI										
SAT										

PLEASE TOTAL ALL HOURS	TOTAL ORDINARY	TOTAL x1.5	TOTAL x2	TOTAL x2.5

Please email by 12pm every Monday to [accounts@acornrecruit.com.au](mailto:accounts@acornrecruit.com.au)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	AUTHORISED CLIENT NAME	AUTHORISED CLIENT SIGNATURE

