

Contractor Timesheet



Contractor name:

Date of birth:

Week ending:

Cost centre:

Please fill out the following table, inserting hours and minutes. For example 35 and a half hours would be written 35 HRS 30 MINS.

Working day	Hours at STANDARD PAY		Hours at TIME AND A HALF		Hours at DOUBLE TIME		Notes:
	HRS	MINS	HRS	MINS	HRS	MINS	
Saturday	HRS	MINS	HRS	MINS	HRS	MINS	
Sunday	HRS	MINS	HRS	MINS	HRS	MINS	
Monday	HRS	MINS	HRS	MINS	HRS	MINS	
Tuesday	HRS	MINS	HRS	MINS	HRS	MINS	
Wednesday	HRS	MINS	HRS	MINS	HRS	MINS	
Thursday	HRS	MINS	HRS	MINS	HRS	MINS	
Friday	HRS	MINS	HRS	MINS	HRS	MINS	
Total	HRS	MINS	HRS	MINS	HRS	MINS	

***Client authorisation** - I can confirm (as an designated signatory for the assignment), that this EGM Recruitment Pty Ltd temporary worker has worked the total number of hours stated above.*

Signed:

Contact number:

(for any queries)

Name:

Company name:

Business title:

Date: