

TIMESHEET



Name: _____

Position: _____

| DATE | START | BREAK | FINISH | TOTAL | Job Site Address | Supervisor's Name | Supervisor's Signature |
|-----------------------------|-------|-------|--------|-------|------------------|-------------------|------------------------|
| Monday ----/----/---- | | | | | | | |
| Tuesday ----/----/---- | | | | | | | |
| Wednesday ----/----/---- | | | | | | | |
| Thursday ----/----/---- | | | | | | | |
| Friday ----/----/---- | | | | | | | |
| Saturday ----/----/---- | | | | | | | |
| Sunday ----/----/---- | | | | | | | |

To ensure your pay is processed on time:

- Timesheets must be submitted by 12pm Sunday week.
- Must provide signatures as outlined.
- All times must be correct and approved by supervisor.
- Pays will NOT be processed without supervisor approval

Send it to invoices@lbmrecruitment.com.au