



Employee Name: _____

Employee Declaration: I certify that the details provided below are correct.

Employee Signature: _____ Date: _____

Client Notes: All grey sections of timesheets must be completed and signed by the site supervisor. Total billable hours is the amount of hours that will be charged to the client and paid to the employee.

Employee Notes: All white sections of timesheets must be completed by the employee. Please email to accounts@gdrecruitment.com.au. Please ensure your timesheet is submitted by **10.00 am each Monday to avoid any delay in payment. Timesheets not signed by site supervisor may result in delay or non-payment of wages.**

Day:	Date: <i>Example</i> 20/11	Start: <i>Example</i> 07:00	End: <i>Example</i> 15:30	Break: (Mins)	Total Billable Hours:	Client Name: <i>Name of the company that you worked for</i>	Suburb Worked:	Site Supervisor Name:	Site Supervisor Signature:
Mon									
Tues									
Wed									
Thur									
Fri									
Sat									
Sun									

Please send a photo of your timesheet to Email: accounts@gdrecruitment.com.au