



Weekly Timesheet

TIMESHEETS MUST BE SUBMITTED BY MIDDAY TUESDAYS

Weekly Start: _____
 Weekly Ending: _____
 Employee Name: _____
 Supervisor Name: _____
 Position/Trade: _____
 Site: _____
 Client Name: _____

Timesheet Contact: Nicole Dolan
 Payroll Contact: Nicole Dolan
 Email: timesheets@hssresources.com.au

Day	Date	Start Time	Finish Time	Break Taken (Hrs)	Day or Night Shift	Total Hours Worked	Total Hours Approved
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
					TOTAL		

 Employee signature Date

 Approver 1: Name Date

Notes:

1. Timesheets must be received by Midday Tuesday
2. Completed and signed timesheets can be scanned/mailed to timesheets@hssresources.com.au