# TIMESHEET TEMPLATE

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template. We recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: **[Insert full name]** |  | Employment: **[full time, part time, casual]** |  | Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Contracted Hours: **[Insert]** |  | Contracted Hours: **[Insert]** |  | Date when completed timesheet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ORDINARY HOURS | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
| Start Time |  |  |  |  |  |  |  |  |
| Meal Break (Start) |  |  |  |  |  |  |  |  |
| Meal Break (Finish) |  |  |  |  |  |  |  |  |
| Finish Time |  |  |  |  |  |  |  |  |
| **Total Ordinary Hours** |  |  |  |  |  |  |  |  |
| OVERTIME HOURS | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
| Start Time |  |  |  |  |  |  |  |  |
| Meal Break (Start) |  |  |  |  |  |  |  |  |
| Meal Break (Finish) |  |  |  |  |  |  |  |  |
| Finish Time |  |  |  |  |  |  |  |  |
| **Total Overtime Hours** |  |  |  |  |  |  |  |  |
| LEAVE | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
| Annual Leave |  |  |  |  |  |  |  |  |
| Personal Leave |  |  |  |  |  |  |  |  |
| Long Service Leave |  |  |  |  |  |  |  |  |
| Unpaid Leave |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| **Total Leave Hours** |  |  |  |  |  |  |  |  |