



WORKFORCE
Solutions P/L

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"Look no further, We have the skills you need"

Instructions:

- 1) Please scan & send your timesheet to timesheets@eireworkforce.com.au by 9AM MONDAY OR
Take picture & send your timesheet to [0478 157 722](tel:0478157722) by 9AM MONDAY.
- 2) Please round all times to **15 minute** block.
- 3) Please send separate timesheet for different contractors.

Employee Name:

Contractor Name:

Timesheet for Week Ending Sunday:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Site Address							
Type of Work							

PLEASE USE 24 HOURS CLOCK

EXAMPLE: START 0800 / LUNCH 30 / FINISH 1630

Weekday	Date	Start Time	Lunch	Finish Time	Total Hours	Supervisor Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL HOURS WORKED						

Date:

Supervisor Print Name:

Supervisor Signature:

Note: Timesheet without Supervisor's Signature will not be accepted.