

Business Name:

ABN:

Employment Status:

Employee Name:

Work Location:

Award Applied:

Pay Period End:

Award Level:

		ROSTER				EMPLOYEE TIMESHEET				EMPLOYER USE ONLY							
Date	Day	Start time	Finish Time	Time to Take Break	Length of Break	Start Time	Finish Time	Time Break Taken	Length of Break Taken	Total Net Hours works	Ordinary Rate Hours	Aft'noon Shift Hours	Saturday Hours	Sunday Hours	O/T<= 2hrs	O/T>2hrs	Public HOL HRS
	Monday																
	Tuesday																
	Wednesday																
	Thursday																
	Friday																
	Saturday																
	Sunday																
	Monday																
	Tuesday																
	Wednesday																
	Thursday																
	Friday																
	Saturday																
	Sunday																

Notes: 1. Employee's signature COMPULSORY 2. Complete all applicable field by employer 3. Submit by email at admin@bplanet.com.au - fortnightly on Monday during office hour 4. Employer - Authorise STP lodgement by email to finalise PAYRUN 5. Employer - pay your employee on Tuesday.

Employee Signature when week completed.

Remarks:

This timesheet is prepared by Business Planet as client resources. Please contact Ramesh Bidari at 0415686400 if your have any question.