Driver Hire Australia Employee Timesheet

Telephone: (03) 6107 9200
Email: hobart@driverhire.com.au

Client Name:

Employee Name:

Site Name:

Week Ending (Sunday):

Purchase Order Number:

Please ensure that all timesheets are completed using the 24hour format

OFFICE USE ONLY

Day	Date	Job Role	Start Time	Finish Time	Breaks	Total Hours	Normal Time	Overtime 1	Overtime 2
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Other – Allowances, Mileage, Bonus -					Total Hours				

Timesheets must reach our office **SIGNED by 09:00 Monday** morning for work performed each previous week. Failure to do this may result in late payment of wages.

Employee Authorisation:	Client Authorisation:
In signing this timesheet I declare that the above hours are true and correct and that I have NOT sustained any injuries during this assignment. I also confirm that I have worked within the legal limits of the current fatigue management regulation. Signed: _____	I hereby certify that the hours worked are true and accurate and the work was completed to a satisfactory standard. On behalf of my company I agree that temporary staff and specialist contractors are supplied in accordance to Driver Hire's terms of business. Signed: _____