



WEEKLY TIMESHEET

Email: timesheets@dashcs.com.au

EMPLOYEE NAME:	
COMPANY NAME:	
SITE ADDRESS:	
WEEKENDING DATE:	

Client Notes: All grey sections of timesheets must be completed and signed by the site supervisor. Total billable hours are the number of hours that will be charged to the client and paid to the employee. Please note, by signing this timesheet you are agreed to DASH CS terms of business and the quality of work performed.

Employee Notes: All sections of timesheets must be completed. Please email to timesheets@dashcs.com.au
Please ensure your timesheet is submitted by 10.00 am each Monday to avoid any delay in payment

DAY	DATE <i>EXAMPLE</i> 20/11/18	START <i>EXAMPLE</i> 0700	END: <i>EXAMPLE</i> 1530	30 MIN BREAK PLEASE CIRCLE	TOTAL BILLABLE HOURS	TASK DONE ONSITE
MON				YES / NO		
TUE				YES / NO		
WED				YES / NO		
THUR				YES / NO		
FRI				YES / NO		
SAT				YES / NO		
SUN				YES / NO		

EMPLOYEE AUTHORISATION	COMPANY AUTHORISATION
EMPLOYEE NAME:	SUPERVISORS NAME:
EMPLOYEE SIGNATURE:	SUPERVISORS SIGNATURE:

TIMESHEETS WITHOUT SUPERVISORS SIGNATURE WILL NOT BE ACCEPTED

ONE TIMESHEET FOR EACH CLIENT & WORKSITE