

## Casual Timesheet

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Location: \_\_\_\_\_

Day	Date	Start Time	Lunch From	Lunch To	Finish Time	Total Hours	Hourly Rate (\$)	Charge to (please insert appropriate code)
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Please total your hours up to  
assist in processing

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Authorised by (sign and print name)