

EMPLOYEE TIMESHEET

Employee name:	
Employee position:	

Day	Date	Start Time	Duration of Break	Finish Time	Total Hours	Work Site Company	Work Site Location	Supervisors Name	Supervisors Signature
Mon		:		:					
Tue		:		:					
Wed		:		:					
Thu		:		:					
Fri		:		:					
Sat		:		:					
Sun		:		:					

Please upload your timesheet to your online profile at <https://tlh.foundu.com.au> before 10am Monday.

- All employees must use our TLH Recruitment timesheets
- Please fill in your timesheet correctly and ask your supervisor to sign it. If your supervisor does not sign your timesheet, we will need to seek approval first, prior to processing payment
- If you had a lunch break, please do not include your lunch break in your total hours