

# WEEKLY TIME SHEET



1300 360 036



[www.360personnel.com.au](http://www.360personnel.com.au)



[accounts@360personnel.com.au](mailto:accounts@360personnel.com.au)

First Name:		Week Ending:	
Last Name:		PO #:	
<p><b>EMAIL:</b> Clear Photo or Scanned time sheets to: <a href="mailto:accounts@360personnel.com.au">accounts@360personnel.com.au</a> <b>*BEFORE SUNDAY 10PM*</b></p> <p><b>NOTE:</b> A late or unsigned timesheet may result in a late payment. For any timesheet issues please <b>call or email our office.</b></p>			

	SITE ADDRESS	DATE	START TIME	BREAK Mins	FINISH TIME	TOTAL HOURS	Travel Daily	Meal 9.5 hrs+	SUPERVISOR NAME	Supervisors Company	SUPERVISOR SIGNATURE
Monday											*
Tuesday											*
Wednesday											*
Thursday											*
Friday											*
Saturday											*
Sunday											*
<b>WEEKLY TOTAL:</b>											

**DUE WEEKLY BY:**  
**SUNDAY 10PM**  
[accounts@360personnel.com.au](mailto:accounts@360personnel.com.au)

NOTES: \_\_\_\_\_  
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**HOW/WHEN TO SUBMIT TIMESHEETS:**

Clear Photo or Scanned time sheets **emailed** to: [accounts@360personnel.com.au](mailto:accounts@360personnel.com.au) **\*BEFORE SUNDAY 10PM\***

**PENALTY FOR LATE SUBMISSION / NO SIGNATURE:**

Delayed payment till the following week or until time sheet is sent and approved if not signed

**WHERE TO FIND TIMESHEETS:**

[www.360personnel.com.au](http://www.360personnel.com.au) > Candidates > Log In > Download / Submit Timesheets (or ask any of our staff)

**EXAMPLE OF HOW TO FILL TIMESHEETS:**

7:00am – 3:30pm (07:00 – 15:30) (with 30 minute break, **which is unpaid**): TOTAL HOURS = 8 hours