

# Employee Time Sheet



**Uniting Church**  
SYNOD OF NSW & ACT



- Please scan and e-mail this form to payroll@nswact.uca.org.au
- Timesheets are due no later than 10.00am on the Monday of the pay week.

## EMPLOYEE DETAILS

EMPLOYING ENTITY

SURNAME

CASUAL EMPLOYEE HOURS

GIVEN NAME

ADDITIONAL TO STANDARD HOURS

EMPLOYEE NUMBER

STANDARD HOURS (Waged Staff)

## HOURS WORKED RECORD \* Enter times as Hrs and Mins eg 10.30am > enter as 10:30, 2.30pm > enter as 14:30

### Week 1

Date

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

Total hours Week 1:

### Week 2

Date

Start Time

Finish Time

Break Start

Break End

Total: Hours/Breaks

NET Hours

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

Total hours Week 2:

**TOTAL HOURS TO BE PAID:**

## EMPLOYEE SIGNATURE

I confirm that the above hours claimed are correct.

Print Name

Date

/ /

Employee

Sign Here

## MANAGER AUTHORISATION

I confirm the hours above and authorise them for payment.

Print name

Date

/ /

Manager

Sign Here

Comments: