

SITE TIMESHEET

Employee Full Name:

Position:

Total Week Hours:

Project Name / Suburb:

Day	Date	Start	Lunch	Finish	Total Days Hours	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Please Note:

- Please fill out the timesheet in full and accurately.
- Please email timesheet to info@primecranes.com.au.
- Please submit timesheet by no later than 12pm, every Monday.
- Please do not fill in one timesheet for different job sites. Every site needs its own timesheet signed by the site supervisor.
- **Timesheets need to be signed by the employee AND supervisor for payment to be processed.**

Employee signature:

Supervisor name and signature:
