[Insert organisation name/logo]

# CASUAL EMPLOYEE TIMESHEET

|  |  |
| --- | --- |
| **Employee name:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary of hours worked current fortnight** | | | | | |
| **Week** | **Day** | **Date** | **Time started** | **Time finished** | **Hours worked** |
| **1** | **Mon** |  |  |  |  |
| **Tue** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thur** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |
| **Sun** |  |  |  |  |
| **2** | **Mon** |  |  |  |  |
| **Tue** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thur** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |
| **Sun** |  |  |  |  |
|  |  | **Total number of hours worked current F/N** | | |  |

|  |  |
| --- | --- |
| **Summary of hours worked current fortnight** | |
| **Week** | **Hours worked** |
| **1** |  |
| **2** |  |
| **Total number of hours worked current F/N** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by supervisor** | | | |
| **Supervisor’s name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** |  |