

## SITE TIMESHEET

Employee Full Name:

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Position:

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Total Week Hours:

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Project Name / Suburb:

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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@primecs.com.au](mailto:info@primecs.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:

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Supervisor name and signature:

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