

Weekly timesheet

Employee Name:				Employee Number:					
Position:				Normal rate per hour:					
Week ending:		dd/mm/yyyy		Overtime rate per hour:		R 1: 1st 4 hours = 1.25 R 2: Over 4 hours & overtime on Sundays & public holidays = 1.5 R 3: Work between 8 pm-4 am = 1.75			
DAYS		START TIME		FINISH TIME		# of hours at Normal Time		# of hours at Overtime	
							R 1	R 2	R 3
1	MONDAY								
2	TUESDAY								
3	WEDNESDAY								
4	THURSDAY								
5	FRIDAY								
6	SATURDAY								
7	SUNDAY								
TOTAL									
Employee Signature:				Supervisor Signature:					
Name in Print:				Name in Print:					
Date:				Date:					