mentor

Mentor Human Resources Pty Ltd

WEEKLY TIMESHEET:
To be completed, signed by your supervisor and faxed every Monday (fax: 5221 8966). If you have any problems faxing it please phone Loretta on 03 5221 8933.
Late timesheets or unsigned timesheets may result in late payments.

Employee Name: **Location/Site:**

Day	Date	Start Time	Lunch Taken eg30mins	Finish Time	ORD HOURS	OVERTIME x 1.5	OVERTIME x 2.0	PUBLIC HOLIDAY				Supervisor's Signature
Mon												
Tue												
Wed												Print name
Thu												Employee's Signature
Fri												
Sat												
Sun												Print name
				Total								