



EMPLOYEE WEEKLY TIMESHEET

Week ending (Sunday):

Employee Name:

Company Name:

Specific Site:

Signed off by

Half hour Lunch break needs to be taken during a work period of between 6 and 8 hours, please ensure this is indicated on your timesheet.

Date	Day	Start	Lunch	Finish	Regular hours	Overtime hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
					Total Hours	

Please ensure your Name and Company name are on your timesheet. All timesheets need to be returned by 10am Monday morning, please ensure you **enter your total hours and that your timesheet is signed by the relevant company manager.** Email to admin@nakilabourhire.co.nz or call 0800 102 549. If any of the above is not on the timesheet you will not be included in the payrun.

If away for three days we require a Medical Certificate, for any leave please ensure Leave form is completed and returned to admin.

For your safety and ours please adhere to the Ministry of Health Covid-19 Guidelines and ensure at all times you are using the contact tracing app and masks may be mandatory during certain alert levels and on certain sites.