

GLOBE HTH PAYROLL TIMESHEET

Saturday / / ending Friday / / Name _____

If incorrect or illegible, you will be asked to resubmit - this will hold up payroll for all staff

Adjustment instructions

COMPLETE DAILY - NOT IN ADVANCE

COMPLETE DAILY			Physical start		Lunch (min)	Physical finish		Break time after 4hrs	Break time after 7hrs	OR	Personal Leave (hrs)	Public Holiday (hrs)	Annual Leave (hrs)	Notes
	Hr	Min	Hr	Min										
	Example	8	25	30	5	15	10	10		8				
SAT / /														
SUN / /														
MON / /														
TUE / /														
WED / /														
THURS / /														
FRI / /														
SAT / /														
SUN / /														
MON / /														
TUE / /														
WED / /														
THURS / /														
FRI / /														

Employee signature: _____

Manager: _____