

Curtin

TIMESHEET

UNIVERSITY OF TECHNOLOGY

Employee ID Number

Position

Full Name

School/Area

DEADLINE FOR PAYMENT: WED 5PM OF THE NON-PAY WEEK

Pay Date

DAY	DATE	ORDINARY HOURS					OVERTIME HOURS			HR ONLY			EXTRA HOURS					SHIFT ALLOW		MEAL ALLOW
		ON	OFF	ON	OFF	TOTAL	ON	OFF	TOTAL	BASIC	50%	100%	ON	OFF	ON	OFF	TOTAL	W/ End	Week	B/L/D
T																				
F																				
S																				
S																				
M																				
T																				
W																				
T																				
F																				
S																				
S																				
M																				
T																				
W																				
TOTALS																				

Cost Centre

Employee's Signature

Extn No.

Supervisor's Signature

Extn No.

Authorising Signature

Extn No.

Casual	Limited Term
Permanent	Other

Please complete all sections. Failure to do so may result in non-payment.