


Task: Fill in a timesheet

Fill in Anton Osman's timesheet.

- Employee number: 6547
- Pay period: April 3 to April 16
- He worked on Tuesday, April 5, from 8:00 am to 4:00 pm (08:00-16:00) and again the following week on Thursday, April 14, from 5:00 pm to 10:00 pm (17:00-22:00)
- He handed his timesheet in on April 15, 2017

Casual employee timesheet



Last name: _____ First name: _____

Employee number: _____

Pay period: _____

Hours in week 1:

	Sun	Mon	Tues	Wed	Thurs	Friday	Saturday
Start - end each day							

Hours in week 2:

	Sun	Mon	Tues	Wed	Thurs	Friday	Saturday
Start - end each day							

Human Resources use only:

Combo code	Number of hours
Supervised	
Unsupervised	
Restricted	
Total	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____