

# Timesheet

Please submit completed Timesheet by **10am Monday**  
**Scan and email to admin@beetrootconsulting.com**

**Talent please note:**

- 1 Complete a separate timesheet for each assignment and for each week's work.
- 2 Each timesheet must be signed by your supervisor, or your supervisor's alternate timesheet signatory.
- 3 In order to be paid, you must scan and email this completed and signed timesheet to Beetroot by 10am on Monday.
- 4 Depending on your award, hours worked in excess of 38 or 40 hours/week may constitute overtime.  
 Please contact Beetroot to confirm rate.

<b>Your name</b> <input style="width: 90%;" type="text"/>	<b>Supervisor's name</b> <input style="width: 90%;" type="text"/>
<b>Company name</b> <input style="width: 90%;" type="text"/>	<b>Week ending Sunday</b> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>

	Start Time	End Time	Minus Lunch	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	Total Regular Hours			
<b>Assignment complete</b>	Total Overtime Hours			
<b>Assignment will continue</b>	Total Hours Worked			

<p><b>Talent Signature</b></p> <hr/> <p>Before signing below, please make sure that all hours and totals are correct.</p> <hr/> <p>I certify that the hours are correct.</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>	<p><b>Client Signature</b></p> <hr/> <p>Before signing below, please make sure that all hours and totals are correct. You will be billed for the hours above.</p> <hr/> <p>I certify that the hours are correct and authorise payment.</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>
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