

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.

Your name <input style="width: 90%;" type="text"/>	Supervisor's name <input style="width: 90%;" type="text"/>
Company name <input style="width: 90%;" type="text"/>	Week ending Sunday <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			
Assignment complete	Total Overtime Hours			
Assignment will continue	Total Hours Worked			

<p>Talent Signature</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 #ccc; height: 60px; margin-top: 10px;"></div>	<p>Client Signature</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 #ccc; height: 60px; margin-top: 10px;"></div>
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