

STAFF / WEEKLY TIMESHEET

Include dates for overnight work. Record break minutes excluded from worked time and enter decimal hours: 1.5 hours = 1 hour 30 minutes.

Staff member / code

Team

Week beginning

Task / project code key

Work time record

Work date	Task / project	Start date / time	Finish date / time	Break min. excluded	Hours worked (decimal)	Note / reference

Week total (decimal hours):

Submitted by / date:

Review / corrections to follow up

Entry reference / question / agreed correction

Reviewed by / date:

Follow-up owner: