



ALLSKILLED HOSPITALITY TIME SHEET

Office: 03 5977 2090

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| Venue Name | |
| Week-Ending | |

| DAY | DATE | STAFF ID NO | NAME <i>PRINT NEATLY & LEGIBLY</i> | START <i>am/pm</i> | BREAK <i>Mins</i> | FINISH <i>am/pm</i> | EMP <i>Intial</i> | MANAGER <i>Signature</i> |
|-----|-----------|----------------|---|-----------------------|----------------------|------------------------|----------------------|-----------------------------|
| Mon | 1/01/2001 | #1111 | John Smith | 18.00pm | 30 mins | 03.00am | JS | Manager |
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**PLEASE ENSURE THIS TIMESHEET IS SENT TO
0487 007 823 AS SOON AS SHIFT FINISHES!**

Do not delay this as it can cause delays to payroll.

THIS IS A LEGAL DOCUMENT AS IS SECURITY REGISTER - MAKE SURE BOTH ARE FILLED IN ACCURATELY