



TIMESHEET – TOTAL HOURS WORKED

| | | | |
|------------------|--|--------------|--|
| Contractor Name: | | Client: | |
| Week comm. Date: | | Contract No: | |

| DAY | START TIME | FINISH TIME | BREAKS | TOTAL HOURS WORKED |
|-------------------------------------|------------|-------------|--------|--------------------|
| Monday | | | | . |
| Tuesday | | | | . |
| Wednesday | | | | . |
| Thursday | | | | . |
| Friday | | | | . |
| Saturday | | | | . |
| Sunday | | | | . |
| Total Hours Worked (in decimals) | | | | . |

Hours should be calculated in decimals, using the following chart for conversion:

| Minutes | | | | | | | | | | | |
|---------|------|------|------|------|------|------|------|------|------|------|------|
| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 |
| 0.08 | 0.17 | 0.25 | 0.33 | 0.42 | 0.50 | 0.58 | 0.67 | 0.75 | 0.83 | 0.92 | 1.00 |
| Decimal | | | | | | | | | | | |

Signed by the contractor: _____ Date: _____

The client confirms that this timesheet is accurate and that the work has been carried out to his/her satisfaction.

Signed: _____ Name: _____ Date: _____

AUTHORISED TIMESHEETS CAN BE EMAILED TO
timesheets@genesisit.com.au
OR FAXED TO
Accounts Department, Genesis IT&T ~ 02 9232 4999