Timesheets - Placements

Office Use
Sign-off by Client / Admin

SkitterBlink
CLEANING SERVICES

Client Name: _____

Fax Timesheet To: _____

Employee Name: _____ **Employee ID No** _____ **Date From** _____ **Date To:** _____

Date	Day of Week	Signature	Starting Time	Finishing Time	Meal Interval		Total Hours Worked		Overtime Worked			Remarks
					Start	End	Daily	Weekly	From	To	Total Hrs	
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Legend: PPH - Paid Public Holiday; PL - Paid Leave; UL - Unpaid Leave; SL - Sick Leave; CL - Compasionate Leave; A - Absent