

Email [office@qpl.co.nz](mailto:office@qpl.co.nz)

|  |  |
| --- | --- |
| Your Name: | Job Title: |
| Timesheet Period: | Work Place: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM Start Time |  |  |  |  |  |
| Start Lunch Time |  |  |  |  |  |
| Hours worked AM |  |  |  |  |  |
| PM Start Time |  |  |  |  |  |
| Finish Time |  |  |  |  |  |
| Hours Worked PM |  |  |  |  |  |
| Daily Total |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Hours Worked This Week** |  |

***This is a true and correct account of my hours of work for this period***

Staff Signature

***I verify the above account of hours of work***

Supervisor’s Signature