



Employee Time Sheet

Employee Name					Phone					
Employee Instructions					Client Instructions					
<ul style="list-style-type: none"> • Have your supervisor check, sign & initial your time sheet EVERY day. • Email timesheet to accounts@kilmorecarpentry.com.au • Email your time sheet by 10:00am every Tuesday. If we don't receive you don't get paid until week later 					<ul style="list-style-type: none"> • Print and sign your name in the space provided. • Kilmore Carpentry employees will only be paid if your name & signature are clearly provided. 					
KILMORE CARPENTRY: EMPLOYEE TO COMPLETE					CLIENT: MUST COMPLETE NAME AND SIGNATURE			Daily Performance Reviews		
Day	Date	Start (Circle)	Finish (Circle)	Total Hours	Job Site – Address	Client Name Please print clearly	Supervisor Signature	Expectation		
								Above	Met	Below
MON		AM/ PM	AM/ PM							
	Task performed:									
TUES		AM/ PM	AM/ PM							
	Task performed:									
WED		AM/ PM	AM/ PM							
	Task performed:									
THURS		AM/ PM	AM/ PM							
	Task performed:									
FRI		AM/ PM	AM/ PM							
	Task performed:									
SAT		AM/ PM	AM/ PM							
	Task performed:									
SUN		AM/ PM	AM/ PM							
	Task performed:									