



ALPHA EUROPE SECURITY LTD

TRUST | PROTECT | DELIVER

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STAFF TIMESHEET

WEEKLY RECORD OF HOURS

EMPLOYEE NAME:		WEEK COMMENCING:	DD / MM / YYYY
PIN / STAFF NO.:		SITE / CLIENT:	
SIA LICENCE NO.:		POSITION:	

DAY	DATE	SITE / LOCATION	START TIME	FINISH TIME	BREAK (MINS)	TOTAL HOURS	EMPLOYEE INITIALS	SUPERVISOR INITIALS
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL HOURS THIS WEEK								

EMPLOYEE DECLARATION

I confirm that the hours recorded on this timesheet are accurate and complete.

Employee Signature: _____

Date: ____ / ____ / ____

SUPERVISOR AUTHORISATION

I confirm that the above hours have been worked and are correct.

Supervisor Signature: _____

Date: ____ / ____ / ____

Name (Print): _____



PLEASE RETURN THIS TIMESHEET BY THE END OF THE WEEK

to ensure your pay is processed on time.

Late submission may result in delays to your payment.

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