

Timesheet – Enhanced Hours

NAME		EMPLOYEE NUMBER	
POSITION			
MONTH AND YEAR HOURS WORKED			

DATE	Contracted Hours		After 7pm and before 7am or Saturday or Sunday		Additional Hours or Relief Hours		After 7pm and before 7am or Saturday or Sunday	
	Start Time	Finish Time	Hours	Minutes	Start Time	Finish Time	Hours	Minutes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
TOTALS								

	Decimal Conversion		Decimal Conversion
	Wage Type 4005 – pay 1/3		Wage Type 4005 – pay 1/3 (after 7 pm and before 7 am or > 37 hours per week)
			Wage Type 4100 – Plain Time Total additional hours
			Wage Type 4026 – Plain Time Total Relief Hours

EMPLOYEE SIGNATURE		DATE	
AUTHORISER SIGNATURE		TOTAL OF HOURS/ MINUTES AUTHORISED	
EVENT NUMBER (IF REQUIRED)		INPUT ONTO SAP BY	