Overtime and conference timesheet

|  |  |  |  |
| --- | --- | --- | --- |
| NAME |  | DEPARTMENT |  |
| TO |  | WEEK ENDING |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | CONFERENCES ONLY | | |
| \*DATE | TIME WORKED | | TOTAL HOURS | O.T. RATE | REASON FOR OVERTIME | NORMAL HOURS | OVERTIME | BOOKING NO. |
| FROM | TO |
| SUNDAY |  |  |  |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |  |  |

\* PLEASE STATE IF BANK HOLIDAY OR CUSTOMARY DAY

|  |
| --- |
| WORKERS SIGNATURE |
| DEPARTMENT AUTHORISATION: |