## Timesheet

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| --- | --- |
| Employee name |  |
|  |  |
| Email |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pay period | **FROM** |  |  | **TO** |  |  | Pay date: |  |

**\*enter Odometer Start/Finish as per your car’s odometer reading, however when entering Total KM do not include the first 10 kilometres of each trip**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participant name | Day | Date | Shift start time | Shift finish time | Odometer start | Odometer finish | Total work hours | Total KM |
| (DD/MM/YY) | (9:00AM) | (2:30PM) | (KM) | (KM) | (LESS FIRST 10KM) |
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